

**CITY OF UPLAND
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into as of June 12, 2023 by and between the City of Upland, a public agency organized and operating under the laws of the State of California with its principal place of business at 460 N. Euclid Avenue, Upland, CA 91786 ("City"), and LDM Associates, Inc., CALIFORNIA CORPORATION with its principal place of business at 10722 Arrow Route, Suite 822, Rancho Cucamonga, CA 91730 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Technical assistance in the administration of the City of Upland's Community Development Block Grant (CDBG), State HOME, CalHome, Housing and Development Services Programs (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of Two Hundred Ninety-Five Thousand and no/cents Dollars (\$295,000.00). This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis. At the anniversary date of this written agreement the Consultant will be eligible for a 2.5% cost of living increase upon the City's approval.

c. The City Manager may approve Additional Work, as further defined in Section 3, up to ten percent (10%) of the amount of the Agreement or fifty thousand dollars

(\$50,000.00). In no event shall the total sum of the agreement (original compensation amount and Additional Work) exceed three hundred and forty-five thousand dollars (\$345,000) plus any applicable costs of living increase under Section 2.b. Any additional work in excess of this amount shall be approved by the City Council.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. The term of this Agreement shall be from July 1, 2023 to June 30, 2026, with two one-year option to extend for a total term of five years, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

a. PERS Eligibility Indemnification

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System ("PERS") to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City

and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or

omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend,

indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. City Material Requirements.

Consultant is hereby made aware of the City's requirements regarding materials, as set forth in the City of Upland's Purchasing Policy which are deemed to be a part of this Agreement.

16. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Bernardino, State of California.

17 Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

18 Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

19. Organization

Consultant shall assign Giovanni Arellano as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

20. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

21. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

DISTRICT:
City of Upland
460 N. Euclid Avenue
Upland, CA 91786
Attn: Robert Dalquest, Director
Development Services Department
(909) 931-4148

CONSULTANT:
LDM Associates, Inc.
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
Attn: Rudy Munoz
(909) 476-6086

and shall be effective upon receipt thereof.

22. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

23. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

25. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

26. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

27. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

28. Time of Essence

Time is of the essence for each and every provision of this Agreement.

29. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

30. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

31. Federal Requirements

When funding for the services is provided, in whole or in part, by an agency of the federal government, Consultant shall also fully and adequately comply with the provisions included in Exhibit "D" (Federal Requirements) attached hereto and incorporated herein by reference ("Federal Requirements"). With respect to any conflict between such Federal Requirements and the terms of this Agreement and/or the provisions of state law, the more stringent requirement shall control.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF UPLAND
AND LDM ASSOCIATES, INC.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF UPLAND

By: _____

Michael Blay
City Manager

LDM ASSOCIATES, INC.

By: _____

Its: Senior Executive Vice President

Printed Name: Rudy E. Munoz

ATTEST:

By: _____

EXHIBIT A
Scope of Services

EXHIBIT A SCOPE OF SERVICES

Provide on-site staffing and other resources as required to perform the following for all approved City of Upland's Development Services, Housing, CDBG, State HOME and CalHOME Programs for FY 2023-2026:

HOUSING, CDBG STATE HOME AND CALHOME ADMINISTRATION SERVICES

1. Provide Environmental Reviews and clearances for federally funded programs
2. Prepare all required HUD/HCD reports throughout program years (Analysis of Impediments, Consolidated Plan, Action Plan, CAPER, Quarterly Performance Reports, Semi Annual Housing Report, Section 3 Report and Annual Contractor Report and any other report(s) as needed)
3. Provide assistance with IDIS reporting and assist with funding requisitions
4. Provide assistance with HQS regulations
5. Provide assistance with Section 504 compliance
6. Provide assistance with program monitoring and audit preparation
7. Prepare and monitor subrecipient's contracts and maintain project files
8. Assist with preparation of CDBG public meetings
9. Prepare and conduct any other services as required by the City

CDBG EMERGENCY REPAIR PROGRAM

The specific tasks to be performed by the Consultant in assisting with the administration of the City of Upland's CDBG funded Emergency Repair Program. The total cost is to reflect all tasks necessary for the completion of twenty-five (25) Emergency Repair projects per year. Typical grant amounts per project are \$10,000.00. Tasks may vary slightly depending on the extent of the rehabilitation work to be performed. However, the Consultant will be generally responsible for the following:

1. Perform program marketing, update brochures/applications as needed
2. Update program guidelines as needed
3. Perform client intake and conduct eligibility reviews

4. Project file setup and maintenance
5. Prepare and submit historical and environmental clearance documentation
6. Perform property inspection services
7. Prepare itemized work specification sheets
8. Prepare bid packages
9. Conduct bid review
10. Conduct contractors clearances for all federal and city requirements
11. Prepare grant and contractual documentation
12. Conduct pre-construction conference meetings
13. Conduct construction progress inspections
14. Process payment requests and other financial reporting
15. Provide construction management and project monitoring for compliance with all local, state and federal regulations.
16. Audit project file, closeout and warehouse

STATE HOME/CALHOME - HOME IMPROVEMENT PROGRAM

The specific tasks to be performed by the Consultant in assisting with the administration of the City of Upland's State HOME funded Home Improvement Program. The total cost is to reflect all tasks necessary for the completion of two (2) Home Improvement projects per year. Typical loan amounts per project are \$90,000.00. Tasks may vary slightly depending on the extent of the rehabilitation work to be performed. However, the Consultant will be generally responsible for the following:

1. Perform program marketing, update brochures/applications as needed
2. Update program guidelines as needed
3. Perform client intake and conduct eligibility reviews
4. Project file setup and maintenance
5. Prepare and submit historical and environmental clearance documentation
6. Perform property inspection services

7. Prepare itemized work specification sheets
8. Prepare bid packages
9. Conduct bid review
10. Conduct contractors clearances for all federal and city requirements
11. Conduct loan underwriting
12. Prepare approval/denial recommendation report for approval committee
13. Prepare loan grant and contractual documentation
14. Conduct pre-construction conference meetings
15. Conduct construction progress inspections
16. Process payment requests and other financial reporting
17. Provide construction management and project monitoring for compliance with all local, state and federal regulations.

CDBG COMMERCIAL FACADE PROGRAM

The specific tasks to be performed by the Consultant in assisting with the administration of the City of Upland's CDBG funded Downtown Commercial Façade Program. The total cost is to reflect all tasks necessary for the completion of three (3) Commercial Façade projects per year. Typical grant amounts per project are \$30,000.00. Tasks may vary slightly depending on the extent of the rehabilitation work to be performed. However, the Consultant will be generally responsible for the following:

1. Perform program marketing, update brochures/applications as needed
2. Update program guidelines as needed
3. Perform client intake and conduct eligibility reviews
4. Project file setup and maintenance
5. Prepare and submit historical and environmental clearance documentation
6. Perform property inspection services
7. Prepare architectural façade renderings/façade design schematics
8. Prepare itemized work specification sheets

9. Prepare bid packages
10. Conduct bid review
11. Conduct contractors clearances for all federal and city requirements
12. Prepare approval/denial recommendation report for approval committee
13. Prepare grant and contractual documentation
14. Conduct pre-construction conference meeting
15. Conduct construction progress inspections
16. Process payment requests and other financial reporting
17. Provide construction management and project monitoring for compliance with all local, state and federal regulations.
18. Audit project file, closeout and warehouse

CDBG BUSINESS ASSISTANCE AND ATTRACTION PROGRAM

The specific tasks to be performed by the Consultant in assisting with the administration of the City of Upland's CDBG funded Business Attraction Assistance Program. The total cost is to reflect all tasks necessary for the completion of three (3) Commercial Façade projects per year. Typical grant amounts per project are \$50,000.00. Tasks may vary slightly depending on the extent of the rehabilitation work to be performed. However, the Consultant will be generally responsible for the following:

1. Perform program marketing, update brochures/applications as needed
2. Update program guidelines as needed
3. Perform client intake and conduct eligibility reviews
4. Project file setup and maintenance
5. Prepare and submit historical and environmental clearance documentation
6. Perform property inspection services
7. Review and confirm financial/feasibility analysis
8. Prepare approval/denial recommendation report for loan review committee
9. Conduct applicant clearances for all federal and city requirements

10. Prepare loan and grant and contractual documentation
11. Conduct funding approval meeting
12. Monitor and provide technical assistance to ensure proper use of funds (Working Capital, Business Equipment and/or Tenant Improvements)
13. Process payment requests and other financial reporting
14. Conduct Full Time Equivalent employment compliance
15. Audit project file, closeout and warehouse

CDBG UPLAND HOMELESS OUTREACH PREVENTION AND EDUCATION PROGRAM

1. Prepare program forms as needed
2. Update program guidelines as needed
3. Perform assistance determinations reviews
4. Review monthly progress reports
5. Process payment requests and other financial reporting
6. Audit project file, closeout and warehouse

CITY'S FUNDED CODE COMPLIANCE ASSISTANCE PROGRAM

1. Provide liaison services for code compliance of low to moderate income cases
2. Prepare and conduct any other services as required by the City

MISCELLANEOUS SERVICES

Miscellaneous project(s) and or services as requested by the City such as assisting with the preparation of the Recognized Obligation Payment Schedule, monitor Davis-Bacon requirements for CDBG capital improvement projects, manage the close out of the weed abatement program annually, etc.

It is understood that the provision of consulting administration services is to ensure that the City of Upland's Housing, CDBG, State HOME and CalHOME are successful and properly administered. Additional tasks not previously outlined may be required and

LDM is committed to provide all assistance necessary to insure that the City's programs are completed in an appropriate manner.

EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice City on a monthly cycle. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task. Consultant will inform City regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract.

EXHIBIT "A"

LDM Associates, Inc.
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-6006

SCHEDULE OF HOURLY BILLING RATES

Rates effective as of July 1, 2023

Title	PY 2023- 2024	PY 2024- 2025	PY 2025- 2026	PY 2026- 2027
President/Senior Vice President	\$128.00	\$131.00	\$134.00	\$138.00
Vice President	\$122.00	\$125.00	\$128.00	\$131.00
Director	\$117.00	\$120.00	\$123.00	\$126.00
Manager	\$112.00	\$115.00	\$118.00	\$120.00
Senior Associate	\$106.00	\$108.00	\$111.00	\$114.00
Associate	\$95.00	\$98.00	\$100.00	\$103.00
Senior Project Assistant	\$78.00	\$80.00	\$82.00	\$84.00
Project Assistant	\$73.00	\$75.00	\$77.00	\$79.00
Secretary	\$51.00	\$53.00	\$54.00	\$56.00

NOTE: Each additional year represents an increase of 2.5%

REIMBURSABLE ITEMS

Project Supplies	At Cost plus 10% surcharge (when applicable)
Prints/Reproductions	At Cost plus 10% surcharge (when applicable)
Postage and Delivery	At Cost plus 10% surcharge (when applicable)
Appraisals (Drive-By)	\$ 390.00 each (when applicable)

For the Consolidated Plan and the LEP and Citizen Participation Plan components, LDM proposes to bill the project as a lump sum price.

Five-Year Planning Documents Program Years 2025 - 2029 <i>Work to be performed from July 1, 2024 - May 15, 2025</i>	
Component	Not-to-Exceed
2025-2029 Consolidated Plan <i>(Includes Citizen Participation Plan and Limited English Proficiency Plan)</i>	\$ 32,000
LEP and Citizen Participation Plan	\$ 5,500
Lump Sum Price	\$ 37,500

EXHIBIT "A"

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LEP and Citizen Participation Plan	\$ 5,500
Lump Sum Price	\$ 37,500

EXHIBIT C

Proposal



CITY OF UPLAND

STATEMENT OF QUALIFICATIONS (SOQ)

**Administrative Services For
Community Development Block Grant (CDBG),
State HOME, CalHome, Housing and
Development Services Programs**

May 18, 2023

**CORPORATE HEADQUARTERS
10722 ARROW ROUTE, SUITE 822
RANCHO CUCAMONGA, CA 91730
TELEPHONE: 909/ 476-6006
FAX NO.: 909/ 476-6086**



May 18, 2023

City of Upland
Development Service Department
Attn.: Diane Cotto, Housing Manager
460 N. Euclid Ave
Upland, CA 91786

Subject: Statement of Qualifications (SOQ) to Provide Administration of CDBG, State HOME, CalHOME, Housing and Development Services Programs

Dear Ms. Cotto:

LDM Associates, Inc. (LDM) is pleased to submit a proposal to provide consulting services to assist the City of Upland in the administration of activities funded under the City's Community Development Block Grant (CDBG) Program, State HOME, and CalHome Programs. LDM has been providing high-quality services to municipal agencies, the U.S. Department of Housing and Urban Development (HUD), and private clients for over 36 years.

LDM's emphasis and capabilities are in the management of federal and state grants as well as the implementation of programs financed with these funds. The programs include, but are not limited to, housing rehabilitation, commercial rehabilitation, and homebuyer programs. LDM's emphasis is on HUD Community Planning and Development (CPD) Program grants such as Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) funds. However, LDM is also experienced in managing state grant funds such as CalHome, CARES Act, Permanent Local Housing Allocation (PLHA), and State Disaster Recovery funds. In addition, the firm provides federal and state labor compliance prevailing wage monitoring services for capital improvement projects.

Our consulting team is comprised of highly qualified professional staff with expertise in all aspects of HUD funded grants administration and implementation. Provided herewith is the information requested in your Statement of Qualifications [SOQ].

You may contact me at the following address, telephone number or e-mail should you have any questions regarding this proposal:

LDM Associates, Inc.
Rudy E. Munoz, Senior Executive Vice President
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
[909] 476-6006
rmunoz@mdq-ldm.com

If you have any questions regarding this matter, please do not hesitate to call me at your convenience.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Rudy E. Muñoz', with a large, stylized flourish above the name.

Rudy E. Muñoz
Senior Executive Vice President

Enclosure: Proposal

CITY OF UPLAND
STATEMENT OF QUALIFICATIONS (SOQ)

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STATEMENT OF QUALIFICATIONS

SECTION 1. DESCRIPTION OF FIRM, QUALIFICATIONS AND EXPERIENCE

LDM Associates, Inc. (LDM) was established in 1986 as a community development consulting firm and has undergone steady growth since its inception. LDM is a corporation registered in the State of California. In response to our clients' needs, LDM and its affiliate MDG Associates, Inc. (MDG) provide a wide variety of Community Development consulting services including, but not limited to Grants Management; Project Management; Construction Management; Architectural Design; Urban Planning; and Labor Compliance Monitoring.

LDM Associates, Inc. is comprised of individuals with a wide variety of expertise including the services specifically requested by the City. Currently, LDM is comprised of 40 staff members. Of these staff members, 24 are knowledgeable and experienced in the administration and implementation of CDBG, HOME, ESG, State HOME and CalHome as well as HUD grants such as Neighborhood Stabilization Programs (NSP), Homelessness Prevention and Rapid Rehousing Program (HPRP), CDBG-CV and ESG-CV under the CARES Act and HOME-ARP under the American Rescue Plan Act. The balance of our staff members are specialists in the programs and activities that utilize grant funds, such as housing/commercial rehabilitation programs, economic development programs, and labor compliance and project management for capital improvement projects.

LDM is a Veteran-Owned Small Business (VOSB); while its affiliate MDG is a Los Angeles County registered Minority Business Enterprise (MBE) and a State of California registered Small Business (SB).

LDM provides administrative and management services to cities that are seeking a consultant that can act as an extension of their staff and look after the best interests of the City.

Grants Management

LDM currently provides administration and implementation services for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Community Development Block Grant-Disaster Recovery (CDBG-DR), and current one-time HUD grants such as CDBG-CV and ESG-CV under the CARES Act and HOME-ARP under the American Rescue Plan Act. In addition, LDM implements activities funded under the aforementioned programs such as Residential Rehabilitation, Commercial Rehabilitation, and First-Time Homebuyer, Capital Improvement Project Management, and Labor Compliance Monitoring and Enforcement.

The firm maintains an excellent relationship with the local HUD field offices as well as at the headquarters level (Washington D.C.). LDM's affiliate MDG has been providing training to grantees throughout the country on behalf of HUD Headquarters. The training has been in the areas of "Basically CDBG," Assessment of Fair Housing (AFH), Disaster Recovery Grant

Reporting (DRGR), eCon Planning Suite, CPD Maps, and the Integrated Disbursement Information System (IDIS). Our staff currently assists grantees with regulatory compliance questions through the HUD Resource Exchange Ask a Question (AAQ) portal in the areas of CDBG, HOME, DRGR, CDBG-CV, and HOME-ARP. LDM's affiliate (MDG) is currently providing technical assistance (TA) to grantees throughout the country on behalf of HUD Headquarters in conjunction with the CPD Programs as well as HUD's reporting systems, the IDIS and DRGR systems.

LDM and its affiliate MDG are currently under direct contract with 26 cities and two (2) counties with HUD CPD funds totaling approximately \$80.5 million. Our services include the day-to-day implementation of their CPD grants and programs funded with the aforementioned grant funds. In addition, we provide services to other cities and counties on specific tasks such as IDIS input, subrecipient monitoring, federal labor standards (Davis-Bacon) compliance, monitoring CDBG, HOME and ESG grants, the preparation of HUD Section 108 Loan Guarantee applications, preparation of Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPER).

In the past year, LDM has assisted more than 15 local jurisdictions to design and implement over \$50m of CDBG-CV and ESG-CV resources. Further, LDM's affiliate (MDG) has led HUD-funded national technical assistance efforts in both programs. MDG is also a leader in disaster response and recovery technical assistance and is currently supporting the State of California (wildfires) and the Commonwealth of Puerto Rico (hurricanes) to implement their CDBG-DR programs.

LDM's affiliate (MDG) is currently subcontractor with the State of California and the Commonwealth of Puerto Rico in the implementation of their HUD Disaster Recovery grant funds totaling approximately \$21 billion. Our services include the design and development of programs, preparation of policy documents such as Action Plans and their amendments, the monitoring of the grant and programs that are implemented by subrecipients.

Our staff is knowledgeable in several computer programs including all of the Microsoft Office software, Microsoft Project, Adobe programs and HUD's online reporting databases. These include the Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting System (DRGR), Recovery Act Management and Performance System (RAMPS), Performance and Accountability for Grants in Energy System (PAGE), HUD Environmental Review Online System (HEROS), and FederalReporting.gov.

Housing Rehabilitation

LDM along with its affiliate MDG is currently under contract with 18 cities throughout Southern California for the management and implementation of their housing rehabilitation programs, including single-family detached dwellings, condominium units, and mobile homes. During the last two years, the firm processed and completed the rehabilitation of approximately 200 residential single-family dwellings, condominium units, and mobile homes. The funds utilized for the implementation of the rehabilitation programs included U.S.

Department of Housing and Urban Development (HUD) funds such as CDBG and HOME funds as well as California Department of Housing and Community Development (HCD) funds such as State HOME and CalHome funds. Through the years, LDM has developed program guidelines and systems for different types of programs including, but not limited to, emergency repair programs, rental rehabilitation programs, owner-occupied – single family rehabilitation program, and mobile home repair programs. Our typical scope of work and responsibilities under these programs includes, but is not limited to, the overall administration of the program; reviewing applications for eligibility; preparing the environmental review record and associated clearances; loan underwriting and loan document preparation for loan-based programs; initial, progress, and final inspections; responding to contractor questions during the bidding process; construction management and oversight; reviewing and processing contractor payment requests; and preparing regulatory reports to HUD and HCD on behalf of our clients.

Commercial Rehabilitation

During the past 16 years, our firm has been assisting cities in the day-to-day administration and implementation of their Commercial Rehabilitation programs. During the past five (5) years, we have assisted eight (8) cities with the rehabilitation of approximately 55 commercial buildings. In addition, we are in the process of setting up two (2) new programs for the Cities of Upland and the City of Hesperia. The level of service requested by each city differs, however in most cases we provide the overall administration and implementation services. These include inspection, design services, project management and Davis-Bacon Compliance monitoring.

Neighborhood Stabilization Program

We are currently working with a number of Cities throughout the U.S. under with HUD and under HUD's Technical Assistance program for the closeout and technical assistance of their Neighborhood Stabilization Program grants. Our staff is currently working with HUD on conducting training and workshops on both closeout and NSP post closeout to inform recipient of the funds as to its obligations post closeout of the grant. This includes reporting, monitoring affordability, and the reuse of program income funds. In addition, Our staff is currently providing technical assistance for HUD and is part of the NSP "Ask a Question" portal where grantees submit questions regarding the program.

CARES Act (CDBG-CV) Program Administration

Our team is currently working with the State of California's CARES Act (CDBG-CV) programs as well as a number of Cities throughout southern California to establish and implement the administrative functions of the program. Duties include the preparation of the Action Plan amendments, preparation of subrecipient agreements, processing payment requests and monitoring agencies for compliance. In addition, our staff is currently working with HUD to provide on-call technical assistance and is also part of the CARES Act (CDBG-CV) "Ask a Question" portal for grantees to submit questions regarding the program.

Labor Compliance (Davis-Bacon Act)

We are currently under contract to provide Labor Compliance services to 14 cities in Southern California. Our typical scope of work includes preparation and review of bid documents for compliance with Federal labor standards and requirements including Davis-Bacon and Related Acts, Section 3, and Department of Labor (DOL) regulations; attend pre-construction meeting and present information on Davis-Bacon and Section 3 requirements; review submitted bid documents for compliance; establish and maintain contractor and subcontractor labor files; conduct employee field interviews and document posting compliance; reconcile weekly certified payroll reports and supporting documentation; monitor contractors for Section 3 accomplishments; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

Section 3

Our staff is experienced in the implementation of Section 3 employment, contracting and training requirements under the 2020 Final Rule (24 CFR Part 75). Currently, we monitor labor compliance activities on 15 projects with a combined construction value of over \$12.5 million. Of these projects, ten (10) are Section 3-covered projects assisted with \$200,000 or more of federal housing and community development assistance.

Design Services

LDM has vast experience in the needs of Cities implementing federally, State or locally funded Commercial Rehabilitation programs and the multitude of requirements that affect the implementation of these programs. These requirements include, but are not limited to, CDBG requirements that are specific as to the eligible improvements and the Davis-Bacon requirements which add a substantial cost increase to projects thereby requiring the designs to be more cost-effective.

The following table represents the services provided to Public Agencies in the last five years within the last 2 years:

Public Agencies Provided Services in Last 5 Years with Most Recent within Last 2 Years.

Client	Con Plan/ AI/CPP	CDBG HOME Grant Mgmt.	CDBG/ HOME TA	Housing/ Comm. Rehab. Admin.	Housing/ Comm. Rehab. TA	CARES Act or CDBG- CV TA	Davis- Bacon Monitoring / Section 3	Disaster Recovery (CDBG-DR)	Misc. HUD Programs TA
Services Provided in Last 2 Years									
Apple Valley, CA	X	X		X		X	X		
Azusa, CA							X		
Baldwin Park, CA	X		X						
Carson, CA			X	X		X			
Commerce, CA		X		X					
Commonwealth of Puerto Rico			X*					X	
Corona, CA	X	X				X	X		
County of Allegheny, PA			X						
County of Henrico, VA			X*						X*
County of Imperial, CA									X
County of Los Angeles, CA			X						X
County of Orange, CA						X			
County of San Bernardino, CA			X						X
Dallas, TX			X		X				
Downey, CA	X	X		X		X			X
Duarte, CA		X					X		
Fontana, CA	X	X		X		X	X		
Fresno, CA			X		X				
Hawthorne, CA	X	X		X		X	X		
Hesperia, CA	X	X		X		X	X		X
Irvine, CA	X	X		X		X	X		X
La Cañada Flintridge, CA		X		X					X
La Habra, CA	X		X	X		X			
Los Angeles, CA			X						X
New York City						X			
Palmdele, CA	X	X		X		X	X		X
Paramount, CA	X	X		X		X	X		X
Rancho Cucamonga, CA	X	X		X		X			X
San Dimas, CA		X		X					
San Juan, PR			X*		X*				
Santa Ana, CA	X		X			X			X
Seattle, WA			X*						X*
State of California			X			X		X	
State of Iowa			X*			X*			
State of New Mexico			X						X
State of North Dakota			X*						
Temecula, CA	X	X			X	X	X		
Tucson, AZ			X*						X*
Upland, CA	X	X		X		X	X		X
Walnut, CA		X		X			X		
Services Provided in Last 5 Years									
Albuquerque, NM	X		X		X				
Arecibo, PR			X*		X*				
County of Harris, TX								X	
County of Santa Barbara, CA		X							X
Detroit, MI			X*		X*				
Houston, TX								X	
Kansas City, KS			X*						
Midland, TX			X*						
County of Riverside, CA	X								
Simi Valley, CA			X*		X*				X*
State of Utah			X*						X*
Tulsa, OK			X*						X*

*Conducted on behalf of HUD

SECTION 2. MANAGEMENT, STAFFING AND SCOPE OF WORK

LDM works as a team to administer the State and Federal programs. The team approach allows us to assign individuals with expertise in certain areas to complete those tasks and maximizing cost efficiency. The work program for the City's CDBG program has been designed to meet the City's needs and based on the scope of work delineated in the City's RFP.

Project Approach

LDM proposes to provide services at its home office and on-site as requested by the City. We anticipate serving as an extension of City staff and would provide flexible scheduling to meet the needs of City staff. In addition, we would make ourselves available to attend City Council meetings as requested by staff. We will make ourselves available during non-scheduled hours should the need arise by providing staff with our cell phone numbers in addition of our business phone numbers.

Prime Office Location

LDM Associates, Inc.
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
Phone: (909) 476-6006
Fax: (909) 476-6086

Project Team

Rudy E. Munoz, Senior Executive Vice President
Juan C. Rios, Vice President of Design Department
Giovanni Arellano, Director
Miguel Ramirez, Manager
Frank Perez, Senior Associate

The LDM team members include Rudy E. Munoz, Senior Executive Vice President; Juan C. Rios, Vice President of Design; Mr. Giovanni Arellano, Director; Miguel Ramirez, Manager; Frank Perez, Senior Associate. Additional support team members will be available to assist on as needed basis.

Mr. Giovanni Arellano will be the assigned day-to-day project manager for all State and Federal programs, and he will be the City's primary contact.

Mr. Juan C. Rios will provide support for the design services and inspections services as requested by the City.

Mr. Miguel Ramirez will provide support for the rehabilitation and inspections services, including miscellaneous housing services.

Mr. Frank Perez will provide support for the preparation of HUD planning documents and compliance reports including program monitoring services as requested by the City.

Mr. Rudy Munoz will provide overall management oversight including the development of the Consolidated Plan, Action Plans and CAPERs, and will oversee the contract on behalf of LDM. Additional support team members will be available to assist on as needed basis.

Staff Experience

Rudy Muñoz, Senior Executive Vice President - Mr. Rudy Muñoz is the Senior Executive Vice President of LDM Associates, Inc. and has been providing community development consulting services to municipal agencies with LDM since 1991. With more than 33 years of experience in the community development field, Mr. Muñoz' primary focus is on assisting municipalities with all aspects of the administration and implementation of their HUD-funded CPD Programs. These include but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP), Community Development Block Grant – CARES Act (CDBG-CV) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

Rudy works hand-in-hand with municipalities on the development of implementation strategies and tools that facilitate the management of their CPD programs, providing training for the HUD CPD Programs, and at times implementing the day-to-day functions of the programs. These functions include all phases of the program implementation from the initial development of Consolidated Plans and Action Plans for the various programs up to the programmatic and financial closeout of projects and grants. He assists grantees in developing HUD mandated Policies and Procedures for all CPD Programs and activities funded under these programs. His work includes the development of over 45 Consolidated Plans, 200 Action Plans and CAPER's, and 20 Impediments to Fair Housing Choice (AI).

Rudy is a Certified HOME Specialist and is a subcontractor to national Technical Assistance (TA) providers through HUD's OneCPD and Community Compass initiatives. Through the initiatives, he provides TA and training to municipalities throughout the U.S. in CDBG, HOME, NSP, and CDBG-Disaster Recovery Programs. He currently provides training at the national level in "Basically CDBG", Assessment to Fair Housing (AFH), Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). He is a beta tester for HUD on the Disaster Recovery Grant Reporting system. Because of his fluency in Spanish, he has provided many of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

He was selected by the RAND Corporation, under the direction of the U.S. Congress, to be a part of a team working with Puerto Rico in reviewing and commenting on the development of the islands Action Plan for the use of Community Development Block Grant-Disaster Recovery (CDBG-DR) funds totaling almost \$20 Billion.

Before joining LDM, Mr. Muñoz worked for a number of municipalities in Southern California in the Community Development field. Mr. Munoz received a Bachelor of Architecture from California Polytechnic University in Pomona.

Juan Rios, Vice President of Design – Juan Rios joined LDM Associates, Inc. in 1991 and currently serves as Vice President of Design. With more than 29 years of experience in the administration and implementation of housing rehabilitation and construction programs, Juan has been successful in assisting municipalities with the implementation of their programs.

Juan's responsibilities include the oversight of housing and commercial rehabilitation programs and works with other LDM staff in implementing these programs. Duties include applicant eligibility; conducting initial and progress inspections and preparing work write-ups/estimates; providing the project management to assure contractor is complying with the requirements of the scope of work and contract; maintaining applicant files current and audit-ready; preparing bid packages; reviewing bids from contractors; preparing contractor agreements; processing progress and final payments; working with sub-consultants such as lead paint inspector and appraisers as required; filing required documents including but not limited to Notice of Completion.

Juan is a certified State Residential Building Inspector. He received his Bachelor of Science Degree from Universidad ITESO, in Guadalajara, Mexico. He is bilingual/bi-literate in English and Spanish.

Giovanni Arellano, Director - Giovanni Arellano joined LDM Associates in 1998 and currently serves as a Director in the Housing and Community Development Team. With more than 22 years of experience in the planning and implementation of federal grants including those offered by the U.S. Department of Housing and Urban Development and California State Department of Housing and Community Development. Mr. Arellano assists municipalities in all aspects of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and CalHome grant management.

Mr. Arellano provides assistance on the housing programs of grantees' CDBG, CalHome and HOME Programs. Mr. Arellano is responsible for the daily operations of Housing Rehabilitation, Commercial Rehabilitation, and Homebuyer Programs funded with CDBG, CalHome and HOME funds as well as assisting in Redevelopment dissolution proceedings. His duties include developing marketing strategies and public outreach, reviewing applicant eligibility, environmental clearances, conducting inspections, coordinating with other agencies such as escrow companies, lending institutions and private contractors, file management, and review, preparation of agreements and loan documents, coordinating payments, providing project management services.

Mr. Arellano is bilingual/bi-literate in English and Spanish and is a Certified California Notary Public.

Mr. Arellano double majored and received in Bachelor of Arts in Political Science and Environmental Studies from the University of Southern California.

Miguel Ramirez, Manager - Mr. Miguel Ramirez joined LDM Associates, Inc. in 2003 and currently serves as a Manager on the Housing Rehabilitation team. With more than 20 years of experience in the administration and implementation of CDBG, HOME and Redevelopment funded housing rehabilitation programs, Miguel has been successful in assisting municipalities with the implementation of their programs. Over the past 20 years, he has successfully rehabilitated over 450 homes.

Mr. Ramirez' responsibilities include reviewing for applicant eligibility; conducting initial and progress inspections and preparing work write-ups/estimates; providing the project management to assure contractor is complying with the requirements of the scope of work and contract; maintaining applicant files current and audit ready; preparing bid packages; reviewing bids from contractors; preparing contractor agreements; processing progress and final payments; working with sub-consultants such as lead paint inspector and appraisers as required; filing required documents including but not limited to Notice of Completion.

Miguel is a certified State of California Notary Public and a Certified Building Inspector. He is bilingual/bi-literate in English and Spanish.

He received his Bachelor of Science Degree from California State Polytechnic University, Pomona in Urban and Regional Planning and his Associate of Arts degree in Architectural Design from Long Beach City College.

Frank Perez, Senior Associate - Frank Perez joined LDM Associates, Inc. in 2011 and currently serves as Manager on the Grants Management Team. With more than 10 years of experience in the planning and implementation of federal grants including those offered by the U.S. Department of Housing and Urban Development – Office of Community Planning and Development, Mr. Perez assists municipalities with all aspects of Community Development Block Grant (CDBG) administration.

Frank focuses on grant compliance and the day-to-day implementation of HUD CPD grants. Areas of specialization include grants planning, grants management, grant compliance monitoring, grantee capacity building, CDBG technical assistance, labor standards (Davis-Bacon) compliance monitoring, and Section 3 compliance.

Frank received a Bachelor of Business Economics from the University of California, Riverside. He is bilingual/bi-literate in English and Spanish.

Resumes of the key LDM team members are included for your review and consideration. Additional skilled and experienced team members are available to provide service if the need arises.

SCOPE OF WORK

LDM will provide on-site staffing and other resources to perform the following for all approved City of Upland's CDBG and State HOME Programs for FY 2023-2024:

CDBG AND STATE HOME ADMINISTRATION SERVICES

1. Provide Environmental Review and clearances for State HOME and CDBG Programs.
2. Prepare all required HUD planning documents and compliance reports throughout the program year.
3. Provide assistance on an "as needed" basis with IDIS Reports and Drawdowns.
4. Provide assistance with HUD Regulations.
5. Provide assistance with program monitoring and audit preparation.
6. Provide technical assistance to enhance, develop, build capacity, or improve the design and delivery of a variety of programs and services for persons with low to moderate incomes.
7. Prepare and monitor subrecipient contracts.
8. Prepare and conduct any other services as required by the city.

CDBG EMERGENCY REPAIR PROGRAM

LDM will assist with the administration services for the City's CDBG funded Emergency Repair Program based on the City's CDBG Program Policies and Procedures including the Housing Rehabilitation Program Guidelines:

1. Perform marketing of program.
2. Perform client intake and applications review to determine eligibility for funding.
3. File setup.
4. Prepare State historic review and environmental clearance documentation for submittal to the appropriate agencies.
5. Perform property inspection services.
6. Prepare work write-up and cost estimates.
7. Prepare bid packages.
8. Conduct bid reviews.

9. Confirm that contractors meet all federal and city requirements.
10. Prepare grant and contractual documentation.
11. Conduct pre-construction conference meetings.
12. Process payment requests, change orders, and other financial reports.
13. Monitor project for compliance with all local, State and Federal regulations.
14. Review project for all necessary compliance before final payment is released.

STATE HOME/CALHOME - HOME IMPROVEMENT PROGRAM

LDM will provide administration services for the City's State HOME/CalHome funded Home Improvement Program based on the City's HOME Program Policies and Procedures including the HOME Housing Rehabilitation Program Guidelines:

1. Perform marketing of program.
2. Perform client intake and applications review to determine eligibility for funding.
3. File setup.
4. Prepare and submit historical and environmental clearance documentation.
5. Perform property inspection services.
6. Prepare work write-up.
7. Prepare bid packages.
8. Conduct bid review.
9. Confirm that contractors meet all federal and city requirements.
10. Review property appraisals.
11. Prepare loan and contractual documentation.
12. Conduct pre-construction conference meetings.
13. Process payment requests and other financial reporting.
14. Monitor project for compliance with all local, State and Federal regulations.
15. Review project for all necessary compliance before final payment is released.

CDBG DOWNTOWN COMMERCIAL REHABILITATION PROGRAM

LDM will provide administration services for the City's CDBG funded Commercial Façade Program based on the City's CDBG Program Policies and Procedures including the Commercial Façade Program Guidelines:

1. Perform marketing of program.
2. Perform client intake and applications review to determine eligibility for funding.
3. File setup.
4. Prepare and submit historical and environmental clearance documentation.
5. Perform property inspection services.
6. Prepare architectural renderings/design concepts.
7. Prepare work write-up.
8. Prepare bid packages.
9. Conduct bid review.
10. Confirm that contractors meet all federal and city requirements.
11. Prepare grant and contractual documentation.
12. Conduct pre-construction conference meetings.
13. Process payment requests and other financial reporting.
14. Monitor project for compliance with all local, State and Federal regulations.
15. Review project for all necessary compliance before final payment is released.

MISCELLANEOUS HOUSING AND DEVELOPMENT SERVICES

Miscellaneous projects as requested by the City.

LDM understands that the provision of consulting administration services is to ensure that the City of Upland's Housing, CDBG and State HOME and CalHome are successful and properly administered. Additional tasks not previously outlined may be required and LDM will commit to provide all assistance necessary to ensure that the City's programs are completed in an appropriate manner.

In addition, the following flow chart describes the methodology that LDM typically uses to accomplish the rehabilitation work outlined in the SOQ. Tasks that require City participation

and/or involvement are noted. All other tasks are completed by LDM staff (blue items pertain to grant funded projects, green items together with blue items pertained to loan funded projects).

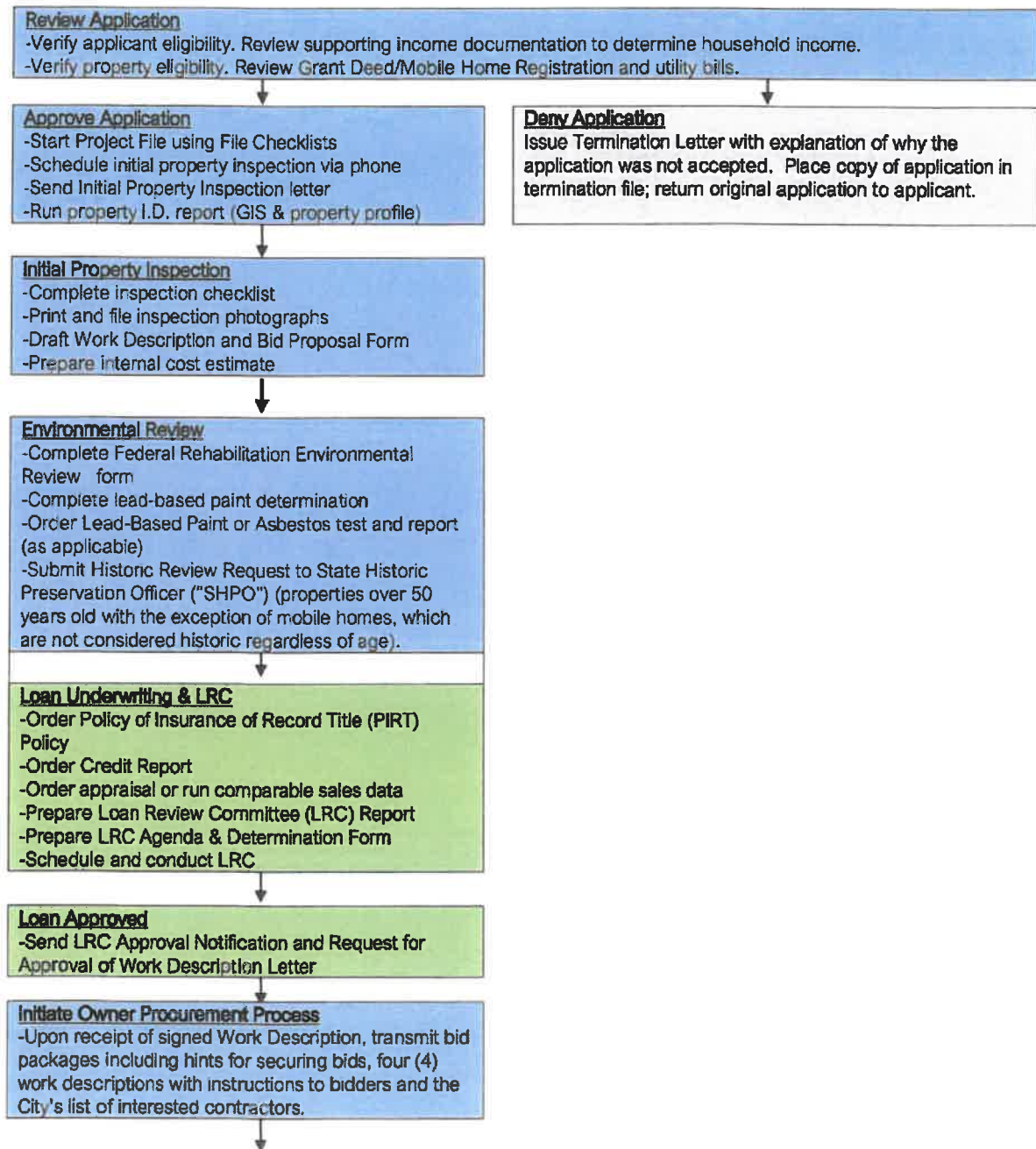
CDBG BUSINESS ATTRACTION ASSISTANCE PROGRAM

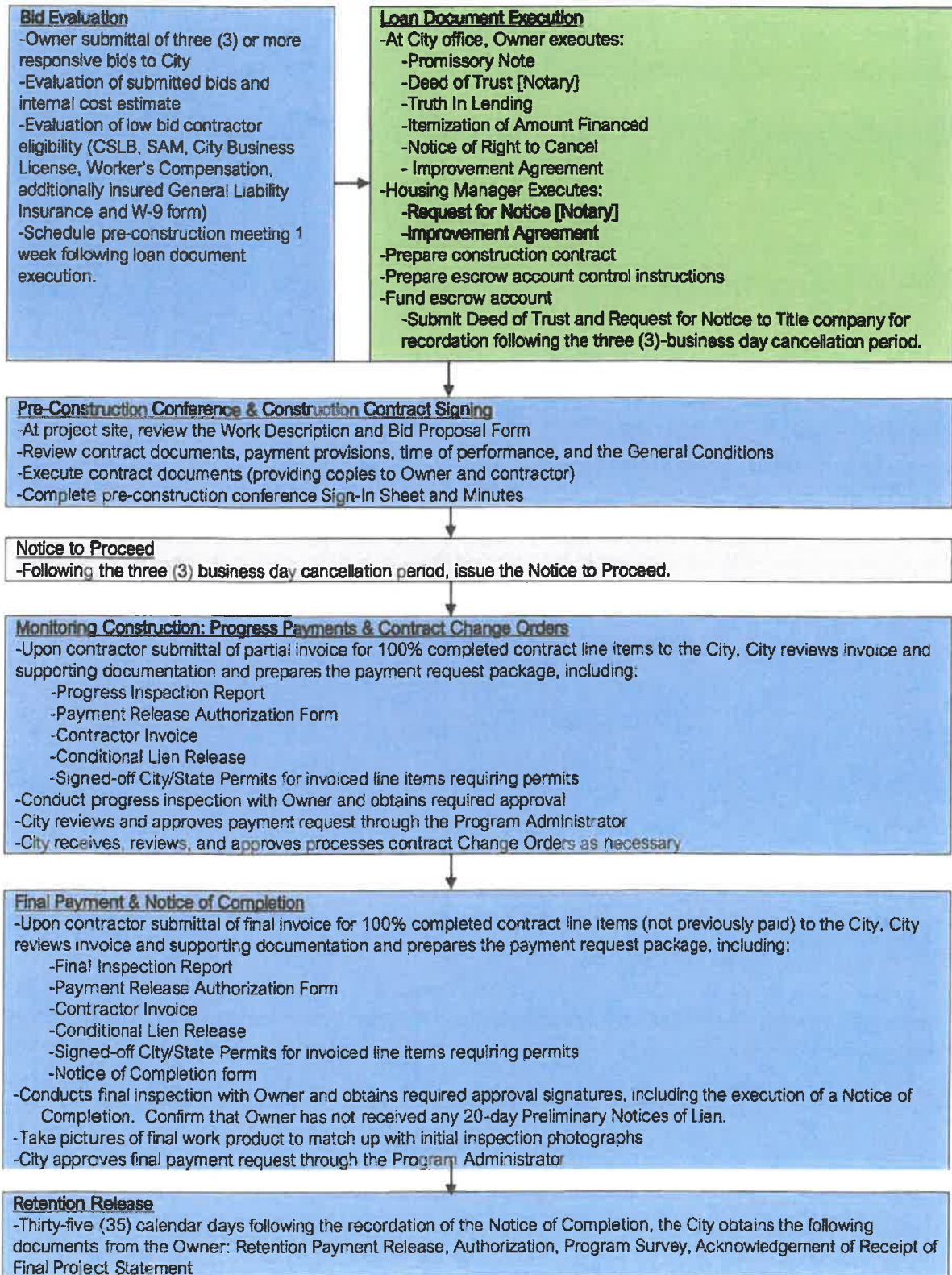
LDM will provide administration services for the City's CDBG funded Business Attraction Assistance Program based on the City's CDBG Program Policies and Procedures including the Business Attraction Assistance Program Guidelines.

1. Perform marketing of program.
2. Perform client intake and applications review to determine eligibility for funding.
3. File setup.
4. Prepare and submit historical and environmental clearance documentation.
5. Perform property inspection services.
6. Conduct loan underwriting.
7. Prepare loan and contractual documentation.
8. Conduct meetings.
9. Process payment requests and other financial reporting.
10. Monitor employment for low to modern income full time equivalent hires.
11. Monitor project for compliance with local, State and Federal regulations.
12. Review project for all necessary compliance before final payment is released.

As an additional information, the following flow chart describes the methodology that LDM typically uses to accomplish the rehabilitation work outlined in the SOQ. Tasks that require City participation and/or involvement are noted. All other tasks are completed by LDM staff (blue items pertain to grant funded projects, green items together with blue items pertained to loan funded projects).

Rehabilitation Program – Flow Chart





SECTION 3. COMMUNICATION WITH CITY STAFF

LDM proposes to provide services on-site and at its home office as requested by the City. Based on prior experience, we propose to be in attendance at City Hall as agreed upon by City staff and LDM. Our staff will submit monthly progress reports and program year close-out reports in the format requested by City staff. We anticipate becoming an extension of City staff and would provide flexible scheduling which meets the needs of the City. In addition, we would make ourselves available to attend City Council meetings as requested by the City. We will make ourselves available during non-scheduled hours should the need arise by providing City staff with our cell phone numbers.

LDM will perform the tasks, but not limited to such tasks, indicated in the scope of work outlined in the SOQ and under Section 2.

In addition, LDM will provide on a monthly basis reports to identify the status of all programs being managed and implemented.

Samples of monthly reports are included for your review under Appendix "A" of this document. Please note that all forms and reports are copyrighted materials of LDM and are provided for the exclusive use of our contract clients.

SECTION 4. BUDGET PROPOSAL

Based on the scope of work included in the City's SOQ, LDM Associates, Inc. proposes to bill on a time and material basis per LDM's Fee Schedule per the following Exhibit "A":

EXHIBIT "A"

LDM Associates, Inc.
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-6006

SCHEDULE OF HOURLY BILLING RATES

Rates effective as of July 1, 2023

Title	PY 2023- 2024	PY 2024- 2025	PY 2025- 2026	PY 2026- 2027
President/Senior Vice President	\$128.00	\$131.00	\$134.00	\$138.00
Vice President	\$122.00	\$125.00	\$128.00	\$131.00
Director	\$117.00	\$120.00	\$123.00	\$126.00
Manager	\$112.00	\$115.00	\$118.00	\$120.00
Senior Associate	\$106.00	\$108.00	\$111.00	\$114.00
Associate	\$95.00	\$98.00	\$100.00	\$103.00
Senior Project Assistant	\$78.00	\$80.00	\$82.00	\$84.00
Project Assistant	\$73.00	\$75.00	\$77.00	\$79.00
Secretary	\$51.00	\$53.00	\$54.00	\$56.00

NOTE: Each additional year represents an increase of 2.5%

REIMBURSABLE ITEMS

Project Supplies	At Cost plus 10% surcharge (when applicable)
Prints/Reproductions	At Cost plus 10% surcharge (when applicable)
Postage and Delivery	At Cost plus 10% surcharge (when applicable)
Appraisals (Drive-By)	\$ 390.00 each (when applicable)

For the Consolidated Plan and the LEP and Citizen Participation Plan components, LDM proposes to bill the project as a lump sum price.

Five-Year Planning Documents Program Years 2025 - 2029 <i>Work to be performed from July 1, 2024 - May 15, 2025</i>	
Component	Not-to-Exceed
2025-2029 Consolidated Plan <i>(Includes Citizen Participation Plan and Limited English Proficiency Plan)</i>	\$ 32,000
LEP and Citizen Participation Plan	\$ 5,500
Lump Sum Price	\$ 37,500

SECTION 5. ADDITIONAL INFORMATION

LDM's Corporate Profile and certifications have been included in this SOQ for your review and understanding of our firm's ability to provide the aforementioned services.

SECTION 6. REFERENCES

As requested in the SOQ document, the following list represents some of our current client list for whom we provide similar services.

City of Hawthorne – Kimberly Mack, Director of Housing

Services Provided: CDBG/HOME Program Administration and Technical Assistance; CDBG and HOME funded Housing Rehabilitation Program Implementation; RDA funded Commercial Rehabilitation Program Implementation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation.

Date of Contract: 2002 to 2010 and 2014 to Present

Phone Number: (310) 349-1603; email address: kmack@cityofhawthorne.org

City of Palmdale - Mike Miller, Assistant City Manager

Services Provided: CDBG/HOME/CDBG-R/NSP Program Administration and Technical Assistance; Redevelopment Consultation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; 5 Year Implementation Plan (Redevelopment); Davis-Bacon and Section 3 Compliance; affordable housing monitoring.

Date of Contract: 2000 to Present

Phone Number: (661) 267-5115; email address: mmiller@cityofpalmdale.org

City of Fontana – Valerie Gonzales, Housing Manager

Services Provided: CDBG/HOME/CDBG-R/NSP/PLHA Program TA; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; PLHA Administration/Implementation; Davis-Bacon/Section 3 Compliance; Policies and Procedures for FTHB and Housing Rehabilitation Programs.

Date of Contract: 2009 to Present

Contact Person: Phone Number: (909) 350-6625; email address: vgonzales@fontana.org

City of Lancaster – George N. Harris, Director of Administrative and Community Services

Services Provided: CDBG Program Administration and Technical Assistance; CDBG funded Housing Rehabilitation Program Implementation; HOME ARP funded with American Rescue Act.

Date of Contract: 2021 to Present

Phone Number: (661) 723-5988; email address: gharris@cityoflanasterca.org

City of Rancho Cucamonga - Flavio Nunez, Economic Dev. Management Analyst II

Services Provided: CDBG Program Administration and Technical Assistance; CDBG funded Housing Rehabilitation Program Implementation; CDBG-CV Emergency Rental Assistance implementation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation.

Date of Contract: 2019 to Present

Phone Number: (909) 349-1603; email address: Flavio.Nunez@cityofrc.us

APPENDIX "A"

SAMPLE OF MONTHLY PROGRAM REPORTS

**CITY OF
CDBG QUARTER REPORTS AND INVOICES
July 1, 2017 thru June 30, 2018**

SUBRECIPIENTS			CDBG-INVOICES per QUARTER				BUDGET STATUS				QPR - PERFORMANCE STATUS			QUARTERLY PERFORMANCE		
AMOUNT ALLOCATED	PROJECT TITLE	1 Qtr	2 Qtr	AMOUNT PAID Qtr	3 Qtr	AMOUNT PAID Qtr	4 Qtr	AMOUNT PAID	BILLED	REMAINING	% To Goal	PROPOSED GOAL	COMPLETED GOAL	PERCENT COMPLETE	COMMENTS	
ADMINISTRATION AND FAIR HOUSING																
\$	51,935.00	CDBG Administration	-	\$16,627.50	-	\$7,135.00	-	\$12,720.00	-	\$15,452.50	\$51,935.00	\$0.00	100%	-	-	
\$	12,000.00	Fair Housing Services	27	\$3,096.81	16	\$3,288.95	36	\$3,402.16	23	\$2,212.08	\$42,000.00	\$0.00	100%	102	97%	Quarter #4: PROCESSED - 7/16/18 QPR : On Time, Met Quarter Goal Invoice: On Time, Met Quarter Goal
\$	63,935.00	SUBTOTAL		\$19,724.31		\$10,423.95		\$16,122.16		\$17,664.58	\$93,935.00	\$0.00				
PUBLIC SERVICE																
\$	22,951.00		55	\$6,171.58	19	\$8,101.74	11	\$4,852.88	9	\$3,824.82	\$52,851.00	\$0.00	100%	94	102%	Quarter #4: PROCESSED 7/16/18 QPR : On Time, Exceeded Quarter Goal Invoice: On Time, Exceeded Quarter Goal
\$	6,500.00		7	\$1,749.98	6	\$1,801.02	7	\$1,755.31	16	\$1,305.95	\$6,485.27	\$34.73	99%	36	103%	Quarter #4: PROCESSED 7/16/18 QPR : Returned to Revise and Resubmit Met Quarter Goal Invoice: On Time, Met Quarter Goal
\$	14,000.00		90	\$3,088.31	49	\$3,588.62	22	\$3,493.29	3	\$1,834.26	\$13,989.30	\$0.00	100%	184	82%	Quarter #4: PROCESSED - 7/16/18 QPR : On Time, Exceeded Quarter Goal Invoice: On Time, Below Quarter Goal
\$	4,500.00		1	\$511.50	5	\$629.23	3	\$1,076.31	4	\$1,203.58	\$3,719.80	\$780.40	83%	13	87%	Quarter #4: PROCESSED - 7/16/18 QPR : On Time, Below Quarter Goal Invoice: On Time, Below Quarter Goal
\$	47,951.00	SUBTOTAL		\$11,521.36		\$4,218.81		\$13,176.77		\$8,216.61	\$47,135.37	\$915.63	98%			
CAPITAL PROJECTS																
\$	169,323.00	108 Loan Repayment	-	\$160,008.95	-	\$9,312.05	-	-	-	\$169,322.40	\$0.00	\$0.00	100%	1	100%	Quarter #1 & 2: Section 108 payments made.
\$	1,265,755.00	Citywide ADA Sidewalk	0	\$730.00		\$2,700.22	##	\$58,525.00		\$614,593.76	\$1,136,018.97	\$129,736.03	90%	1	100%	Quarter #4: Construction at 90% Completion
\$	1,435,078.00	SUBTOTAL		\$160,738.95		\$11,494.27		\$61,825.00		\$614,593.75	\$1,305,341.37	\$129,736.63				
TOTALS																
\$	1,546,964.00			\$191,998.64		\$36,125.23		\$647,823.95		\$640,478.92	\$1,416,411.74	\$130,552.26				

CITY OF [Insert] Fiscal Year [Insert]
[Insert Program Title]

APPLICATION STATUS LOG SUMMARY

Case No.	Applicant Name	Address	Zip	Phone Day	Current Status
1 0	0	0	0	0	0
2 0	0	0	0	0	0
3 0	0	0	0	0	0
4 0	0	0	0	0	0
5 0	0	0	0	0	0
6 0	0	0	0	0	0
7 0	0	0	0	0	0
8 0	0	0	0	0	0
9 0	0	0	0	0	0
10 0	0	0	0	0	0
11 0	0	0	0	0	0
12 0	0	0	0	0	0
13 0	0	0	0	0	0
14 0	0	0	0	0	0
15 0	0	0	0	0	0
16 0	0	0	0	0	0
17 0	0	0	0	0	0
18 0	0	0	0	0	0
19 0	0	0	0	0	0
20 0	0	0	0	0	0
21 0	0	0	0	0	0
22 0	0	0	0	0	0
23 0	0	0	0	0	0
24 0	0	0	0	0	0
25 0	0	0	0	0	0
26 0	0	0	0	0	0

CITY OF [Insert]
[Insert Program Title]

Fiscal Year [Insert]

FINANCIAL STATUS LOG

Case No.	Applicant Name	Address	PIRT Fees	LBP/Asb Test Costs	Contract Amount	Escrow Fees
1 0	0	0	-	0	0	0
3 0	0	0	-	0	0	0
4 0	0	0	-	0	0	0
5 0	0	0	-	0	0	0
6 0	0	0	-	0	0	0
7 0	0	0	-	0	0	0
9 0	0	0	-	0	0	0
10 0	0	0	-	0	0	0
11 0	0	0	-	0	0	0
12 0	0	0	-	0	0	0
13 0	0	0	-	0	0	0
14 0	0	0	-	0	0	0
15 0	0	0	-	0	0	0
16 0	0	0	-	0	0	0
17 0	0	0	-	0	0	0
18 0	0	0	-	0	0	0
19 0	0	0	-	0	0	0
20 0	0	0	-	0	0	0
21 0	0	0	-	0	0	0
22 0	0	0	-	0	0	0
23 0	0	0	-	0	0	0
24 0	0	0	-	0	0	0
25 0	0	0	-	0	0	0
26 0	0	0	-	0	0	0
Funds Committed Available Funds Residual Funds						
				0	0	0
				0	0	0
				0	0	0

CITY OF [insert]
[Insert if HOME or CDBG Program - Housing Rehabilitation Program]
[Insert Program Title]

APPLICATION STATUS LOG

Case No.	Applicant Name	Address	Zip	Phone Day	Phone Evening	Ethnic Code	Head of H.H.	HH Size	Annual Income	Census Tract
1										
3										
4										
5										
6										
7										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										

APPLICATION STATUS LOG

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Rehabilitation Assessment

Property Owner:		Date of Inspection:
Resident Names (if different from above):		Inspection Type:
		Inspector:
Property Address:		Property Type:
Year Constructed:	Census Tract No.:	Were residents present for inspection?

EXTERIOR ASSESSMENT

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	
GENERAL SITE CONDITIONS				
Walls and Fencing				
Landscaping				
Free of Debris				
Access to unit				
Refuse Disposal Area				
RESIDENCE EXTERIOR				
Condition of Foundation				
Condition of Stairs/Rails/Porches				
Condition of Roofs				
Roof Mounted Appliances				
Condition of Gutters				
Condition of Exterior Surfaces				
Driveway				
Walkways - free of hazards				
Garage Door				
Windows - Operative / condition				
Condition of Screens				
Exterior Doors Condition				
Entry Door Locks – No Dbl Cyl.				
Security Door – No Dbl Cyl.				

INTERIOR ASSESSMENT

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	

GENERAL- ALL ROOMS

Smoke Detectors				
All Functioning				
minimum # required installed				
Electricity on-all rooms				
Visible Mold Conditions				
Window condition				
Furniture blocking windows				
Electrical hazards - exposed wires				

KITCHEN

Electrical Hazards				
Grounded Outlets				
GFCI				
Outlets / Switches / Fixtures				
Floor / VCT / Tile condition				
Walls / Ceiling condition				
Stove				
Oven				
Refrigerator				
Cabinets & Drawers				
Counter				
Sink				
Garbage Disposal				
Visible Mold Conditions				
Space for storage of food				
Space for preparation of food				
Light/Ventilation				

DINING ROOM

Walls / Ceiling condition				
Carpet / Flooring condition				
Outlets / Switches / Fixtures				
Light/Ventilation				

LIVING ROOM

Carpet / Flooring condition				
Walls / Ceiling condition				
Door(s)				
Window Coverings present				
Outlets / Switches / Fixtures				
Light/Ventilation				

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	

BATHROOM # 1 (hallway)

Grounded Outlets				
Floorcoverings				
GFCI				
Outlets / Switches / Fixtures				
Tub / Shower / Enclosure				
Toilet				
Counter				
Vanity/Cabinets				
Sink				
Mirror				
Door				
Ventilation (Fan / window)				
Visible Mold Conditions				
Walls / Ceiling condition				

BATHROOM # 2 (Master)

Grounded Outlets				
Floorcoverings				
GFCI				
Outlets / Switches / Fixtures				
Tub / Shower / Enclosure				
Toilet				
Counter				
Sink				
Vanity/Cabinets				
Mirror				
Door				
Ventilation (Fan / window)				
Visible Mold Conditions				
Walls / Ceiling condition				

MASTER BEDROOM

Wall / Ceiling condition				
Carpet / Flooring condition				
Passage Door				
Closet Doors				
Smoke Detector				
Emergency Exiting				
Window Security – Hand Openable				
Outlets / Switches / Fixtures				
Light/Ventilation				

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	

BEDROOM (left of hall)

Wall / Ceiling condition				
Carpet / Flooring condition				
Passage Door				
Closet Doors				
Smoke Detector				
Emergency Exiting				
Window Security – Hand Openable				
Outlets / Switches / Fixtures				
Light/Ventilation				

BEDROOM (right of hall)

Wall / Ceiling condition				
Carpet / Flooring condition				
Door				
Closet Doors				
Smoke Detector				
Emergency Exiting				
Window Security – Hand Openable				
Outlets / Switches / Fixtures				
Light/Ventilation				

HEATING & PLUMBING

Adequacy of Space Heating				
Safety of Heating Equipment				
Ventilation				
A/C Unit				
Approvable Water Supply				
Plumbing – Water Supply Lines				
Plumbing – Waste Lines				
Sewer Connection				
Water Heater Correctly Installed				

ELECTRICAL

Condition of Service Panel				
Condition of Service Drop				
Functioning Labeled Breakers				
GFCI on Exterior Outlets				

GENERAL HEALTH & SAFETY

Evidence of Infestation				
Garbage & Debris				
Refuse Disposal				
Interior Air Quality				

INSPECTION CHECKLIST	CURRENT CONDITION			REPAIRS REQUIRED / COMMENTS
	Pass	Fail	Inconclusive	
Site & Neighborhood conditions				

LEAD BASED PAINT REVIEW

Did owner/residents receive a copy of the pamphlet entitled "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the construction of the subject building completed on or after January 1, 1978? If yes, record the year of construction _____ and stop here; this part is completed. If no, proceed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this rehabilitation that will not disturb a painted surface, or whose disturbance is limited to 20 square feet of exterior painted surfaces or 2 square feet painted surfaces in any one interior room? [See §35.1350(d)]. If yes, stop here; this part is completed. If no, proceed to the number below, associated with the level of Federal rehabilitation assistance applicable to this project.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the average Federal funds for the hard costs of rehabilitation per unit limited to \$5,000 or less? If yes, conduct paint testing per Sec. 35.930(a)(1) and implement safe work practices per §35.930(a)(2) or presume LBP and implement safe work practices. Either way, conduct a clearance examination, per §35.930(b)(3) after rehabilitation. Attach a copy of the paint test (if applicable) and clearance examination reports, after completion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the average Federal funds for the hard costs of rehabilitation per unit more than \$5000 but not exceeding \$25,000? If Yes, conduct paint testing per Sec. 35.930(c)(1) and a risk assessment per Sec. 35.930(c)(2); perform interim controls per Sec. 35.1330 (see Sec. 35.930(c)(3)) or presume LBP and/or hazards present and use standard treatments per Sec. 35.120(a). Either way, conduct a clearance examination per Sec. 35.930(b)(3) after rehabilitation. Attach a copy of the paint test and risk assessment (if applicable), and clearance examination reports, after completion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the average Federal funds for the hard costs of rehabilitation per unit more than \$25,000? If Yes, conduct paint test and perform a risk assessment per §35.930(d)(2), or presume LBP. Abate all LBP hazards identified by the paint test or risk assessment and any LBP hazards created as a result of the rehabilitation work, in accordance with §35.1325, except that interim controls are acceptable on exterior surfaces that are not disturbed by rehabilitation. Either way, conduct a clearance examination per Sec. 35.930(b)(3) after rehabilitation. Attach a copy (if applicable) of the paint test and risk assessment, and (in all cases, upon completion) the clearance examination reports.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note: If Federal rehabilitation assistance under the HOME program is used, recipient shall require property owner to incorporate ongoing LBP maintenance activities into regular building operations, per Sec. 35.1355(a) (see Sec. 35.935).		

I certify that a property inspection was performed on the date indicated below, and that this assessment represents an accurate appraisal of property conditions at the time of inspection:

Inspector's Signature

Date

Homeowner's Signature

Date

Homeowner's Signature

Date

SAMPLE



CORPORATE PROFILE

Executive Summary
Representative Projects

Executive Summary

Firm Profile

LDM Associates, Inc., (LDM) along with its affiliate *MDG Associates, Inc., (MDG)* has been providing quality urban planning consulting services to the public and private sectors since 1986. *LDM's* success in the fields of planning, redevelopment, project management, and CDBG/HOME grants management has led to continued growth. *LDM's* experienced and skilled team has served our clients in the implementation of a variety of challenging multi-disciplinary projects.

Our firm is headquartered in Rancho Cucamonga, California. *LDM* prides itself in being responsive to our client's needs. We have been fortunate to have developed long-term relationships with our clients. We equate our success with our ability to provide quality assistance to our clients.

Our professional team is skilled and experienced in a variety of community development specialties and disciplines that include: **Architecture; Urban Planning; Grants Management; Redevelopment; Project Management; and Construction Management.**

Our broad range of expertise and capabilities enables us to provide our clients with comprehensive project evaluations and innovative solutions. The ability to provide these services guarantees that our clients receive coordinated and cost-effective assistance.

Service Approach

At *LDM*, we take time to listen to our clients in order to understand their business needs. We also identify our client's budgetary, personnel, and scheduling constraints. We tailor our services to satisfy identified needs. We pride ourselves on our ability to offer creative solutions. *LDM* considers design efficiency, quality of work, and on-time performance as essential cornerstones. Our goal is to provide our clients with innovative alternatives and proven methodologies to solve problems.

Skill and Commitment

"Working together as a Team" is the cornerstone of our consulting service philosophy. Our goal is to work closely with our clients, offering our professional expertise, knowledge, and enthusiasm to affect positive project

Executive Summary

outcomes. The LDM team is experienced in participating in the management of large and small multidisciplinary projects. LDM's team is well versed in local, regional, state and federal regulations that govern planning, redevelopment, economic development and CDBG programs.

Management

LDM is committed to the production of an exceptional work product and to maintain a reputation for quality and timely service. LDM's Quality Assurance/Quality Control (QA/QC) program embodies objectives that emphasize service, timely delivery, and product excellence.

LDM Associates, Inc. offers consulting service in the following disciplines:

Grants Management

- Grant Application Preparation and Processing
- Consolidated Plan Development including
 - Five-Year Consolidated Plan
 - One-Year Action Plan
 - Consolidated Annual Performance and Evaluation Report (CAPER)
- Analysis of Impediments to Fair Housing Choice (AI)
- CDBG Program Administration and Implementation
- HOME Program Administration and Implementation
- Housing Rehabilitation Program Implementation
- Commercial Rehabilitation Program Implementation
- First Time Homebuyer Program Implementation
- Davis-Bacon Labor Compliance
- Property Inspection/Evaluation

Urban Planning

- Urban Design Concepts
- Site Evaluation
- Development Feasibility Studies
- General Plan Preparation
- Zoning Documents
- Specific Plans
- Project Management
- Planning Staff Assistance

Executive Summary

Redevelopment

- Redevelopment Agency 5 Year Plan Preparation
- Implementation Plans Preparation
- Redevelopment Agency Operation and Administration
- Redevelopment Agency Public Information Materials
- Redevelopment Annual Reports
- Project Management
- Agency Staff Assistance

Construction Management

- Project Management
- Construction Oversight & Management
- Construction Planning/Evaluation
- Quality Assurance/Quality Control
- Procurement Services

Design

- Building Design
- Site Planning
- Site Constraint Analysis
- Facade Rehabilitation
- Feasibility Studies/Cost Analysis
- Building Construction Plans & Specifications
- Entitlement Processing
- Interior Design & Space Planning

Representative Projects

GOVERNMENT AGENCY EXPERIENCE

City of Desert Hot Springs – Redevelopment Agency Administration

Desert Hot Springs, California

Responsible for the administration of the City's Redevelopment programs including the implementation of the Rehabilitation Programs for commercial, residential and industrial developments in the City's two Redevelopment Project Areas.

Client: City of Desert Hot Springs Redevelopment Agency

City of La Habra Heights – Planning Department Administration

La Habra Heights, California

Performed the day-to-day administration of the Planning Department for the City. Tasks included assisting the public at the counter; preparation and presentation of reports to the Planning Commission and City Council; reviewed plans for conformance with the La Habra Heights Municipal Code and General Plan; preparation of zoning ordinance amendments and reviewed specific plans.

Client: City of La Habra Heights

City of Bradbury – Planning Department Administration

Bradbury, California

Responsible for the day-to-day administration of the Planning Department for the City. Tasks included assisting the public with questions regarding development standards and processing requirements; preparation and presentation of reports to the Planning Commission and City Council; reviewed plans for conformance with the Bradbury Municipal Code and General Plan; prepared zoning ordinance amendments and design guidelines.

Client: City of Bradbury

City of Lawndale – Community Development Department Administration

Lawndale, California

Responsible for the day-to-day administration of the Community Development Department for the City. Tasks included assisting the public with questions regarding development standards and processing requirements; preparation and presentation of reports to the Planning Commission and City Council; reviewed plans for conformance with the Municipal Code and General Plan; and prepared zoning ordinance amendments.

Client: City of Lawndale

Representative Projects

MASTER PLAN EXPERIENCE

City of Fontana – Fontana Auto Mall Specific Plan

Fontana, California

Prepared a specific plan, design guidelines, and development standards for a 28.55 acre Auto Mall. The plan addressed issues of parking, lot configuration, design theme, landscaping and signage guidelines.

Client: City of Fontana Redevelopment Agency

Inland Empire Commerce Center Specific Plan

Fontana, California

Reviewed and processed the Inland Empire Commerce Center Specific Plan on behalf of the City of Fontana Redevelopment Agency. The Inland Empire Commerce Center is the site of the former Fontana Kaiser Steel Mill. The Plan encompassed 1,332 acres of land to be used for commercial/industrial development.

Client: City of Fontana Redevelopment Agency

City of La Habra Heights – Powder Canyon Specific Plan

La Habra Heights, California

Prepared and processed the Powder Canyon Specific Plan on behalf of the City of La Habra Heights. The Powder Canyon Specific Plan encompassed 545 acres and provided for 136 single family estate homes surrounding an 18 hole golf course with a clubhouse and related amenities.

Client: City of La Habra Heights

City of Desert Hot Springs – Economic Development Plan

Desert Hot Springs, California

Responsible for the preparation of an Economic Development Plan for the City's industrial area. The plan included the preparation of an Economic Development Strategy, industrial area analysis, and business retention/expansion programs.

Client: City of Desert Hot Springs Redevelopment Agency

City of Bradbury – Development Code and Design Guidelines

Bradbury, California

Responsible for the preparation of the City's Zoning Ordinance. Tasks included reviewing the current zoning ordinance, assembling a committee to identify issues of concern and present the new code to the Planning Commission and City Council for adoption.

Client: City of Bradbury

City of Lomita – Zoning Ordinance

Lomita, California

Responsible for the preparation of the City's Zoning Ordinance. Tasks included reviewing current zoning ordinance, assembling a committee to identify issues of concern and present the new code to the Planning Commission and City Council for adoption.

Client: City of Lomita

Representative Projects

Yanks Air Museum and Visitor Facility Master Plan

Greenfield, California

Preparation of a 111 acre Master Plan for a 200,000 square foot airplane museum. Master plan includes a 150 room hotel, two free standing restaurants, a winery, 70,000 square feet of commercial buildings, and an airport runway with airplane hangers.

Client: Charles Nichols

South Gate Auto Plaza – Master Plan

South Gate, California

Master Plan for an auto mall which included three auto dealerships of approximately 34,000 square feet each and 80,000 square feet of industrial buildings on a 15 acre parcel of land.

Client: City of South Gate

Representative Projects

GRANTS MANAGEMENT EXPERIENCE

City of Palmdale – CDBG/HOME Program Administration

Palmdale, California

Provide technical assistance to the Housing Coordinator on as needed basis in the administration of the City's Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs, Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for CDBG Program Monitoring including public service agencies and Davis-Bacon oversight monitoring. Responsible for affordable housing monitoring on HOME-assisted rental projects. Responsible for the development of the Five-Year Consolidated Plan, One-Year Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and Analysis of Impediments to Fair Housing Choice (AI).

Client: City of Palmdale

City of Rialto - CDBG Program Administration

Rialto, California

Responsible for the day-to-day administration and implementation of the City's Community Development Block Grant (CDBG), (CDBG-R) program and coordinating with the U.S. Department of Housing and Urban Development (HUD). Administration for the Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for the development of the Five-Year Consolidated Plan, One-Year Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and Analysis of Impediments to Fair Housing (AI).

Client: City of Rialto

City of Hawthorne - CDBG Program Administration

Hawthorne, California

Responsible for the day-to-day administration and implementation of the City's Community Development Block Grant (CDBG) program and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Hawthorne

City of San Fernando - CDBG Program Administration

San Fernando, California

Responsible for the day-to-day administration and implementation of the City's Community Development Block Grant (CDBG) program and coordinating with the Los Angeles County Community Development Commission (CDC) and the U.S. Department of Housing and Urban Development (HUD).

Client: City of San Fernando

City of Calabasas - CDBG Program Administration

Calabasas, California

Responsible for the day-to-day administration and implementation of the City's Community Development Block Grant (CDBG) program and coordinating with the Los Angeles County Community Development Commission (CDC) and Department of Housing and Urban Development (HUD).

Client: City of Calabasas

Representative Projects

City of Newport Beach - CDBG Program Administration

Newport Beach, California

Responsible for the day-to-day administration and implementation of the City's Community Development Block Grant (CDBG) program and coordinating with HUD. Responsible for the development of the Five-Year Consolidated Plan, One-Year Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPER).

Client: City of Newport Beach

City of Desert Hot Springs - CDBG Program Administration

Desert Hot Springs, California

Responsible for the day to day administration and implementation of the City's Community Development Block Grant (CDBG) program and coordination with HUD.

Client: City of Desert Hot Springs

City of Redlands – Consolidated Plan/Analysis of Impediments to Fair Housing

Redlands, California

Responsible for the preparation of the City's application to become a CDBG Entitlement Community, including the development of the Five-Year Consolidated Plan, Annual Action Plan and Analysis of Impediments to Fair Housing Choice (AI).

Client: City of Redlands

City of Lancaster – Five Year Consolidated Plan

Lancaster, California

Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plan, and coordination with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Lancaster

City of El Monte – CDBG/HOME/ESG Program Administration

El Monte, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) programs and coordinating with the U.S. Department of Housing and Urban Development (HUD). Administration for the CDBG-R, Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Reports (CAPER).

Client: City of El Monte

City of Irvine – CDBG/HOME Program Administration

Irvine, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. Responsible for coordination with the U.S. Department of Housing and Urban Development (HUD). Provide Technical Assistance for the CDBG-R, Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Reports (CAPER).

Representative Projects

Client: City of Irvine

City of Hesperia – First Time Homebuyer Program Administration

Hesperia, California

Responsible for the preparation of the program guidelines and the overall administration and implementation of the City's First Time Homebuyer Program. The program was funded using the City's HOME funds.

Client: City of Hesperia

City of San Fernando – First Time Homebuyer Program Administration

San Fernando, California

Responsible for the preparation of the program guidelines and the initial administration of the City's First Time Homebuyer Program. The program was funded using the agency 20% set-aside redevelopment funds.

Client: City of San Fernando

City of Calabasas – First Time Homebuyer Program Administration

Calabasas, California

Responsible for the preparation of the program guidelines and the initial administration of the City's First Time Homebuyer Program using the City's commercial and industrial development impact fees.

Client: City of Calabasas

City of Hawthorne – First Time Homebuyer Program Administration

Hawthorne, California

Responsible for the preparation of the program guidelines and the overall administration and implementation of the City's First Time Homebuyer Program. The program was funded using the City's HOME funds and the redevelopment agency 20% set-aside funds.

Client: City of Hawthorne

City of Paramount – CDBG/HOME Program Administration

Paramount, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. Responsible for coordination with the U.S. Department of Housing and Urban Development (HUD). Administration for the CDBG-R, Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Reports (CAPER).

Client: City of Paramount

Representative Projects

REHABILITATION PROGRAM EXPERIENCE

City of San Fernando – Commercial Rehabilitation Program

San Fernando, California

Responsible for the administration of the City's Commercial Rehabilitation Program funded by the Community Development Block Grant (CDBG) program. Duties included the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of the commercial facades.

Client: City of San Fernando

City of Hawthorne – Commercial Rehabilitation Program

Hawthorne, California

Responsible for the administration of the City's Commercial Rehabilitation Program funded by the Community Development Block Grant (CDBG) program. Duties included the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of the commercial facades.

Client: City of Hawthorne

City of Rialto – Commercial Rehabilitation Program

Rialto, California

Responsible for the administration of the City's Commercial Rehabilitation Program funded under the Community Development Block Grant (CDBG) program. Duties included the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of the commercial facades.

Client: City of Rialto

City of Upland – Commercial Rehabilitation Program

Upland, California

Responsible for the administration of the City's Commercial Rehabilitation Program funded under the Community Development Block Grant (CDBG) program. Duties included the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of the commercial facades.

Client: City of Upland

City of El Segundo – Minor Home Repair Program

El Segundo, California

Responsible for the administration of the City's Minor Home Repair Program and coordinating with the Los Angeles County Community Development Commission (CDC) and Department of Housing and Urban Development (HUD).

Client: City of El Segundo

Representative Projects

City of El Segundo – Residential Sound Insulation Program

El Segundo, California

Responsible for the administration of the City's Residential Sound Insulation Program. We coordinated with the Los Angeles County Community Development Commission (CDC) and (HUD).

Client: City of El Segundo

City of Calabasas – Earthquake Recovery Housing Program

Calabasas, California

Responsible for the management of the Earthquake Recovery Housing Program. Tasks included reviewing applications for qualification in the program, conducted inspections of earthquake damaged buildings, established grant amounts, prepare work write-ups and specifications for bidding, obtained bids, prepared contracts, provided construction management and prepared reimbursement requests for HUD and managed the repair of the buildings.

Client: City of Calabasas

City of San Fernando – Earthquake Recovery Housing Program

San Fernando, California

Responsible for the administration of the Earthquake Recovery Housing Repair Program. Tasks included reviewing applications for qualification in the program, conducted inspections of earthquake damaged buildings, established grant amounts, and managed the repair of the buildings.

Client: City of San Fernando

City of Calabasas – Housing Rehabilitation Program

Calabasas, California

Responsible for the management of the Housing Rehabilitation Program. Tasks included reviewing applications for qualification in the program, conducted inspections of the residential properties, established grant/loan amounts, prepared work write-ups and specifications for bidding, obtained bids, prepare contracts, provided progress inspections and conducted project close out.

Client: City of Calabasas

City of Hawthorne – Housing Rehabilitation Program

Hawthorne, California

Responsible for the management of the Housing Rehabilitation Program. Tasks included reviewing applications for qualification in the program, conducted inspections of the residential properties, established grant/loan amounts, prepared work write-ups and specifications for bidding, obtained bids, prepared contracts, provided progress inspections and conducted project close out.

Client: City of Hawthorne

City of Redlands – Housing Rehabilitation Program

Redlands, California

Responsible for the management and implementation of the City's Housing Rehabilitation Program. Tasks included conducting inspections of the residential properties, preparing work write-ups and specifications for bidding, obtaining bids, providing progress inspections and other duties as directed by the City.

Client: City of Redlands

Representative Projects

City of Upland -- Home Improvement Program

Upland, California

Responsible for the management and implementation of the City's Home Improvement Program. Tasks included conducting inspections of the residential properties, preparing work write-ups and specifications for bidding, obtaining bids, providing progress inspections and other duties as directed by the City.

Client: City of Upland

City of Upland -- Historic Home Rehabilitation Program

Upland, California

Responsible for the management and implementation of the City's Historic Home Rehabilitation Program. Tasks included conducting inspections of the residential properties, preparing work write-ups and specifications for bidding, obtaining bids, providing progress inspections and other duties as directed by the City.

Client: City of Upland

Representative Projects

RESIDENTIAL - CUSTOM HOMES

Garcia Residence

La Habra Heights, California

Provided architectural services for a 4,600 square foot custom home located on a .75 acre lot in the hillside community of La Habra Heights.

Client: Jose Garcia

Frazier Residence

La Puente, California

Provided architectural services for a 3,200 square foot custom home located on a 1.5 acre lot in the La Puente hillsides.

Client: Jolene Frazier

Nichols Residence

Huntington Beach Marina, California

Provided architectural services for a 5,600 square foot custom home located on a 10,000 square foot lot in the Huntington Beach Marina.

Client: Charles Nichols

B. Young Residence

Hacienda Heights, California

Provided architectural services for a 9,000 square foot custom home located on a 1.1 acre lot in the Hacienda Heights hillsides.

Client: Bill Young

Katina Residence

Monrovia, California

Provided architectural services for an 8,200 square foot custom home located on a 2 acre lot in the community of Arcadia.

Client: Mr. & Mrs. Katina

Williams Residence

San Dimas, California

Provided architectural services for a 6,250 square foot custom home located on a 1.2 acre lot in the San Dimas hillsides.

Client: Mr. & Mrs. Williams

Ortiz Residence

La Habra Heights, California

Provided architectural services for a 4,300 square foot custom home located on a 1.1 acre lot in the La Habra Heights hillsides.

Client: Mr. & Mrs. Ortiz

Prieto Residence

Chino Hills, California

Provided architectural services for a 5,600 square foot custom home located on a 1.2 acre lot in the Chino Hills hillsides.

Client: Mr. & Mrs. Prieto

Tsao-Chen Residence

Monrovia, California

Provided architectural services for a 5,000 square foot custom home located on a 1.2 acre lot in the Monrovia hillsides.

Client: Mr. & Mrs. Tsao

Solis Residence

Glendora, California

Provided architectural services for a 5,250 square foot custom home located on a 2.1 acre lot in the Glendora hillsides.

Client: Mr. & Mrs. Alex Solis

Chough Residence

Chino Hills, California

Provided architectural services for a 4,000 square foot custom home located on a .5 acre lot in the Chino Hills hillside.

Client: Mr. & Mrs. Chough

Ortiz Residence

La Habra Heights, California

Provided architectural services for a 4,600 square foot custom home located on a 1.5 acre lot in the City of La Habra Heights.

Client: Mr. & Mrs. Ortiz

Vermons Residence

Glendora, California

Provided architectural services for a 5,500 square foot custom home located on a 1.0 acre lot in the City of Glendora.

Client: Mr. & Mrs. Vermons

Representative Projects

PROJECT/CONSTRUCTION MANAGEMENT

Rialto Senior Center

Rialto, California

Responsible for the project and construction management of a new 17,000 square foot senior center facility funded with CDBG program funds.

Client: City of Rialto

A Mi Hacienda Restaurant/Night Club

Pico Rivera, California

Responsible for the project and construction management of a new 21,000 square foot restaurant/night club.

Client: Juan Garcia

Mount Calvary-Faith Lutheran Church

West Covina, California

Responsible for the project and construction management of a 7,000 square foot church expansion.

Client: Mount Calvary-Faith Lutheran Church

City of Calabasas Earthquake Recovery Program

Calabasas, California

Responsible for the construction management of the Earthquake Recovery Housing Rehabilitation Program.

Client: City of Calabasas

City of San Fernando Earthquake Recovery Program

San Fernando, California

Responsible for the construction management of the Earthquake Recovery Housing Rehabilitation Program.

Client: City of San Fernando

City of Rialto Office Rehabilitation

Rialto, California

Assisted the City's Recreation and Community Services Department in the oversight of the rehabilitation of the facility. The facility is a 1950's middle school that was converted into the recreation center. The rehabilitation work was completed on the gymnasium, and 10 other buildings.

Client: City of Rialto

Rialto – Police Station Rehabilitation

Rialto, California

Provided project and construction management services to the City of Rialto in the rehabilitation of their existing Police Station. The rehabilitation work included all ADA improvements necessary to bring the building into compliance with current codes.

Client: City of Rialto

Rialto Skate Park

Rialto, California

Provided project and construction management services to the City of Rialto for the construction of a 10,000 square foot skate park. Duties included labor compliance monitoring and review.

Client: City of Rialto

Rialto City Park- ADA Restrooms

Rialto, California

Provided project and construction management services to the City of Rialto for the construction of a new restroom/concession stand facility.

Client: City of Rialto

RESUMES OF KEY PERSONNEL





RUDY MUÑOZ

Senior Executive
Vice President

AREAS OF EXPERTISE

Grants Management
HUD CPD Programs
Disaster Recovery Programs
CARES Act
Disaster Recovery Grant
Reporting (DRGR) System
Uniform Administrative
Requirements-2 CFR Part 200

YEARS OF EXPERIENCE

37 Years

CERTIFICATIONS/TRAINING

Certified HOME Program
Regulations
California General Contractor
No. 681042
ICBO Earthquake Retrofit -
Wood Frame Certification
Certified Lead Visual Inspector

EDUCATION

Bachelor of Architecture
California Polytechnic
University - Pomona

WORK HISTORY

LDM Associates, Inc.
1991 - Present
City of Huntington Park
1988 - 1991



Rudy Muñoz serves as Senior Executive Vice President of LDM Associates, Inc. Over the past 31 years, he has assisted cities and counties with the design, administration, and implementation of their HUD-funded CPD Programs, including, but not limited to the CDBG, HOME, NSP and CDBG-DR programs. Rudy works with government agencies on the development of implementation strategies and tools that facilitate the management of their programs. He has been involved in HUD Disaster Recovery Programs since the 1994 Northridge Earthquake, where he directed the rehabilitation of over 300 homes for two cities in Los Angeles County. Rudy works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. He has provided classroom training on behalf of HUD including Basically CDBG, Assessment of Fair Housing (AFH), CPD Maps, eCon Planning Suite, and the Disaster Recovery Grant Reporting (DRGR) system. Due to his Spanish fluency, he has also provided all of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

PROJECT SPECIFIC EXPERIENCE

State of California - Disaster Recovery and Mitigation Grant Financial Management, Data, and Reporting

Subject Matter Expert – Team Co-lead | November 2019 - Current

Rudy is the working group co-lead for the implementation of the 2017, 2018, and 2020 disaster recovery and mitigation grants financial management, data, and reporting (FDR) unit of the State of California Housing and Community Development (HCD) Disaster Recovery unit. In total, he is working with seven disaster recovery and mitigation grants totaling approximately \$1.5 billion. Building on the basic framework of the CDBG program regulations, CDBG-DR Federal Register Notices, and the 2 CFR Part 200 regulations, Rudy has led the preparation of financial management policies and procedures, the development of standard operating procedures (SOPs), workflows, forms and documents, checklists, and system tools to assist HCD-DR staff in the fiscal management aspects of the disaster recovery and mitigation grants. He is assisting in conducting regularly scheduled reconciliations of their labor costs as well as the reconciliation across the three different program level systems (DRGR, Fi\$Cal, and Grants Network) and one project level system (eGrants). Rudy also provides technical assistance and training to new staff assigned to the disaster recovery program and regularly provides training for subrecipients in matters related to financial management.

Programs: CDBG-DR | CDBG-MIT | 2 CFR Part 200

Client: Wendy Nelson, Section Chief – Fiscal Compliance, California HCD
2020 W. El Camino Avenue, Suite 200, Sacramento, CA 95833
wendyp.nelson@hcd.ca.gov (916) 841-8996



RUDY MUÑOZ

Senior Executive Vice-President

PROJECT SPECIFIC EXPERIENCE

Rehabilitation Programs (multiple agencies)

Program Manager / President | 1985 - Current

Rudy has provided residential and commercial rehabilitation program administration services to the City of Upland in addition to approximately 40 other grantees / participating jurisdictions in the last 30 years. Rudy's services to Upland have supported improvements to residential and commercial structures in the low- and moderate-income sections of the community. Rudy has designed and implemented housing rehabilitation programs utilizing a variety of grants including, but not limited to, CDBG, HOME, state, and local redevelopment funds that resulted in the rehabilitation of over 1,000 residential dwellings. In addition, he has designed and implemented commercial rehabilitation programs utilizing CDBG and local funds that has resulted in the renovation of over 200 commercial buildings in commercial districts that serve the low- and moderate-income community. In this role, Rudy has developed program guidelines, policies and procedures, implementation forms and documents, and tracking and monitoring systems for these programs. Rudy is currently overseeing MDG program staff implementing these programs in cities across Southern California.

Programs: CDBG | HOME | Housing Rehabilitation | Commercial Rehabilitation

Client: Liz Chavez, Development Services Manager, City of Upland
460 N. Euclid Avenue, Upland, CA 91786 | lvchavez@ci.upland.ca.us (909) 931-4146

City of Paramount (plus various other cities), HUD CPD Programs Administration/Housing & Commercial Rehabilitation Administration

Program Manager / President | 2001 - Current

Rudy has provided program administration services to the City of Paramount in addition to 30 other grantees / participating jurisdictions during the last 20 years. Rudy's services to Paramount have supported improvements to a number of community facilities and infrastructure projects in the low- and moderate-income sections of the community. Rudy has designed and implemented a housing rehabilitation program utilizing HOME program funds that resulted in the rehabilitation of over 350 homes. In addition, he has designed and implemented a commercial rehabilitation program utilizing CDBG funds that has resulted in the renovation of over 60 commercial buildings in the City's core commercial district that serves the low- and moderate-income community. In this role, Rudy has developed program guidelines, supporting forms and documents, and tracking and monitoring systems for all of these programs to ensure compliance with CDBG and HOME regulations. Rudy is currently overseeing MDG program staff implementing these programs in cities across Southern California.

Programs: CDBG | HOME | Housing Rehabilitation | Commercial Rehabilitation

Client: John Carver, Community Development Director, City of Paramount
16400 Colorado Avenue, Paramount, CA 91723 | jcarver@paramountcity.com (562) 220-2048



RUDY MUÑOZ

Senior Executive Vice President

PROJECT SPECIFIC EXPERIENCE

"Basically CDBG" Curriculum Trainer / TA

Subject Matter Expert /Co-Lead Trainer | 2010 - Current

Rudy was a co-trainer under contract to Enterprise Advisors and ICF for HUD's live in-person Basically CDBG Trainings from 2010 to 2017, which culminated in a recorded session in Atlanta, GA that was subsequently edited and used as part of HUD's Basically CDBG Online e-learning curriculum that is available to the public on the HUDEXchange.info website. Rudy also worked with Enterprise and HUD Headquarters staff to produce the Basically CDBG Online e-learning curriculum that is currently posted to the HUDEXchange.info website (2019-2020). Specifically, Rudy assisted in writing the content for the topical capacity building modules, made recommendations for edits to the live video recordings and reviewed all content for consistency with current HUD policy and guidance. Rudy assisted in the translation of the Basically CDBG training slide deck and manual into Spanish and provided the training in Spanish for the Commonwealth of Puerto Rico.

Programs: CDBG | Federal Crosscutting

Client: Diane Lobasso, Senior Advisor, HUD Office of DAS for Grants Programs
451 7th St. SW, Washington, D.C., 20410 Diane.L.Lobasso@hud.gov (202) 402-2191

HUD CPD Program Trainings

Subject Matter Expert / Trainer | 2010 - Current

Rudy has provided a number of live in-person trainings on behalf of HUD through multiple service providers such as Enterprise Advisors, Cloudburst Group, ICF and NALCAB. Rudy has provided in-class training and technical assistance for grantees in two of HUD's reporting systems: the Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). He has assisted HUD Headquarters as a beta tester for the updates to the DRGR system as well as being a drafter/reviewer on the Ask A Question (AAQ) pool. Rudy was also selected as a trainer for the Assessment of Fair Housing (AFH) Final Rule and has also trained Financial Management Systems (2 CFR Part 200 - Uniform Administrative Requirements), eCon Planning Suite (for the development of Consolidated Plans and Action Plans); and CPD Maps. Rudy has provided all of the aforementioned training in English and in Spanish for the Commonwealth of Puerto Rico. In 2020, Rudy presented the CDBG-CV National Objectives training.

Programs: CDBG | Federal Crosscutting | AFH | IDIS | eCon Planning Suite

Client: HUD Office for Grants Programs
451 7th St. SW, Washington, D.C., 20410 Diane.L.Lobasso@hud.gov (202) 402-2191



JUAN RIOS
Vice-President

AREAS OF EXPERTISE

Residential Rehabilitation
Commercial Rehabilitation
Construction Management
Architectural Design

YEARS OF EXPERIENCE

29 Years

CERTIFICATIONS/TRAINING

ICC Residential Building
Inspector Certification
Construction Estimating
Certification
California Lead Related
Construction Certificate
HUD Visual Lead Assessment
Certification
Notary Public

EDUCATION

B.S. Architecture
Universidad ITESO.
Guadalajara, México

WORK HISTORY

LDM Associates, Inc.
1993 - Present

UDI Development
1991-1993

Arte & Espacio Architects
1988-1991



Over the past 29 years, Juan has assisted multiple cities in the design, administration, and implementation of their commercial and residential rehabilitation programs funded with HUD CPD grant funds including CDBG and HOME as well as state and local funds such as CalHOME (state) and Successor Agency (local/state) funds. He has assisted multiple cities in the design, construction drawing and specification preparation, and construction management of their commercial rehabilitation project.

Juan has been responsible for performing project/construction management services for cities and private clients. Projects include public facilities such as park improvements, public facility improvements, and right-of-way improvements. Private projects include custom homes, multi-family housing projects and commercial remodels. Areas of specialization include estimating projects, preparation of bid packages, conducting inspections, and serving as liaison between cities, applicants, and contractors.

PROJECT SPECIFIC EXPERIENCE

City of Rancho Cucamonga – (Plus various other Cities), Residential Rehabilitation Program

Project Manager | July 2020 - Current

Juan has provided residential rehabilitation program administration and implementation services to the City of Rancho Cucamonga in addition to five other grantees / participating jurisdictions during the previous 10 years. Juan's services to Rancho Cucamonga have supported improvements to residential structures in for the low- and moderate-income residents of the City. He has been responsible for the day-to-day implementation of the housing rehabilitation programs, utilizing both CDBG and HOME program funds. His efforts have resulted in the rehabilitation of over 400 dwelling units over the period that he has been implementing rehab programs. In this role, Juan has assisted in conducting initial and progress inspections; preparing the scope of work for the rehabilitation projects; provided guidance to applicants in the procurement of contractors; reviewed contractor payment requests and processed payments with the City; and closed out projects by filing a Notice of Completion for all projects.

Programs: CDBG | CalHome Residential Rehabilitation

Client: Flavio Nunez, Management Analyst, City of Rancho Cucamonga
10500 Civic Center Drive, Rancho Cucamonga, CA 91730
Flavio.Nunez@CityofRC.us (909) 774-4313

Town of Apple Valley (plus various other cities) Project Management / Construction Management

Project Manager | 2019 - 2022

Juan has provided project management / construction management services to the Town of Apple Valley in addition to various other cities. Juan has been tasked with coordinating CDBG projects with architects, engineers, contractors and City Departments in addition to overseeing the construction. His responsibilities included the preparation of construction documents for the bid package and construction management to include coordination of work and the inspection of the construction.

Programs: CDBG | HOME | Successor Housing Agency

Client: Silvia Urenda, Housing Manager, Town of Apple Valley
14955 Dale Evans Parkway, Apple Valley, CA 92307
surenda@applevalley.org | (760) 240-7000 x 7910



Juan Rios
Vice-President

PROJECT SPECIFIC EXPERIENCE

City of Paramount (plus various Other Cities), Public Facility Design

Project Consultant | July 2018 - Current

Juan has provided facility design services to the City of Paramount in addition to other grantees during the last 29 years. Juan's services to the City of Paramount have supported improvements to a number of public facilities, including the renovation of the Progress Park Community Center, the Paramount Park Gymnasium Restrooms, and Paramount Museum. Juan has designed and prepared construction drawings for projects utilizing CDBG funds that have resulted in the renovation of these public buildings in the City. In this role, Juan assisted in developing conducting site assessments, code compliance analysis, preparation of design and construction drawings, coordination with mechanical, electrical, and structural engineers for the preparation of drawings and specifications to make the facilities energy efficient and ADA compliant.

Programs: Progress Park Community Center

Client: Wendy Macias, Public Works Manager, City of Paramount
16400 Colorado Avenue Paramount, CA 90723
wmacias@paramountcity.com | (562) 220-2111

City of Whittier, Historic Residence Renovation Project

Project Manager | July 2019 - 2020

Juan provided project management services to the City of Whittier for the renovation of a historically designated residence under the City's Housing Rehabilitation Program. Juan's services to the City included performing an on-site inspection of the structure to evaluate the existing conditions; coordinate the services of a structural engineer and a lead-based paint inspector and prepare the necessary work write-up and specifications in accordance with the State Historic Preservation Office and local historical society requirements. Juan managed the contractor performing the renovation work and conducted periodic progress inspections to ensure compliance with the historical mitigation measures imposed on the property.

Programs: CDBG | Local Funds

Client: Ben Pongetti, Development Project Manager, City of Whittier
13230 Penn Street, Whittier, CA 90602
jbpongetti@cityofwhittier.org (562) 567-9320

City of Hawthorne – Commercial Rehabilitation Program Design

Program Consultant | 2005 - Current

Juan provided the program architectural design services for the City's Commercial Rehabilitation Program. Juan's services to the City included meeting with the applicants to discuss the renovations that were desired by the applicants and preparing initial designs for Planning Commission review and approval; construction drawings and specifications for the bid package; on-site progress inspections; and making himself available for the contractor on any questions regarding the proposed rehabilitation work.

Programs: CDBG | DBRA

Client: Kimberly Mack, Director of Housing, City of Hawthorne
4455 West 126th Street, Hawthorne, CA 90250
kmack@cityofhawthorne.org (310) 349-1603



**GIOVANNI
ARELLANO**

Director

AREAS OF EXPERTISE

Commercial Rehabilitation
Housing Rehabilitation
Economic Development
CARES Act - CDBG

YEARS OF EXPERIENCE

27 Years

CERTIFICATIONS/TRAINING

Lead-Based Paint Visual
Assessment Certification
Certified Lead Visual
Inspector

EDUCATION

B.A. Political Science
B.A. Environmental Studies
University of Southern
California

WORK HISTORY

LDM Associates, Inc.
1998 – Present

Los Angeles County
Development Authority
1996 - 1998



Over the past 26 years, Giovanni has administered hundreds of housing rehabilitation and commercial rehabilitation projects for cities throughout Southern California as well as assisted in developing economic development strategies and programs. Giovanni has overseen the design and implementation of housing and community development programs – primarily through CDBG, HOME and CalHome Programs for client cities. Giovanni focuses on strategic community investment in affordable housing and economic development to achieve local goals. Areas of specialization include grants planning, compliance monitoring, technical assistance, and all implementation phases of housing rehabilitation programs including all phases of development and construction management.

PROJECT SPECIFIC EXPERIENCE

City of Upland – Economic Development, Commercial Rehabilitation, Housing Rehabilitation

Lead Consultant | 2006 - Current

Giovanni provided program administration services to the City of Upland (and other jurisdictions) to evaluate the impacts of COVID-19 on housing and business markets and assisted them in designing and implementing CDBG-CV, ESG-CV, and U.S. Treasury State and Local Fiscal Recovery funded housing, vulnerable populations, and business assistance programs. In this capacity, Giovanni assisted Upland in programming over \$500,000 in CDBG-CV and ESG-CV resources during the period from July 1 through December 31, 2020. With regard to these programs, Giovanni developed program guidelines, supporting forms and eligibility documentation, and tracking and monitoring systems. Giovanni also provided residential and commercial rehabilitation program administration services to the City of Upland, in addition to 12 other grantees / participating jurisdictions over the last 26 years. Giovanni's services to Upland supported improvements to low and moderate income owned residential properties and commercial structures in the low- and moderate-income sections of the community. Giovanni has designed and implemented housing rehabilitation programs utilizing a variety of grants including, but not limited to, CDBG, HOME, State of California, and local redevelopment funds that resulted in the rehabilitation of over 1,000 residential dwellings. In addition, he has designed and implemented commercial rehabilitation programs utilizing CDBG and local funds that resulted in the renovation of over 40 commercial buildings. In this role, Giovanni has developed rehabilitation program guidelines, policies and procedures, implementation forms and documents, and tracking and monitoring systems for these programs. Giovanni is currently overseeing MDG program staff implementing these programs in cities across Southern California.

Programs: CDBG | HOME | CDBG-CV | CalHome

Client: Robert D. Dalquest, Development Services Director, City of Upland
460 N. Euclid Avenue, Upland, CA 91786
rdalquest@uplandca.gov (916) 841-6268



GIOVANNI ARELLANO

Director

PROJECT SPECIFIC EXPERIENCE

City of San Dimas - Residential Rehabilitation Program

Lead Consultant | 2006 - Current

Giovanni provided program administration services to the City of San Dimas for the implementation of its housing rehabilitation program. In conjunction with these services, Giovanni developed program guidelines, supporting applications, forms, eligibility determination documentation, and tracking and monitoring systems. Giovanni performed program marketing, applicant outreach, applicant intake, applicant eligibility reviews, participated in applicant funding approval reviews, performed property inspections, performed initial lead-based paint reviews, prepared rehabilitation scopes of work and corresponding bid documents, oversaw contractor procurements, conducted bid reviews, coordinated contract award and prepared contract and loan/grant documents, conducted pre-construction meetings, performed construction progress inspections, processed contractor payments, provided oversight to the project closeout process, and coordinated payment reimbursements and accomplishment reporting.

Programs: CDBG Housing Rehabilitation

Client: Henry Noh, Community Development Director, City of San Dimas
245 E. Bonita Avenue, San Dimas, CA 91773 Hnoh@sandimasca.gov (909) 394-6281

City of Claremont – Cares Act Economic Development

Lead Consultant | 2006 – Current

Giovanni provided program implementation services to the City of Claremont's Cares Act funded Economic Development Program. Provided services included applicant intake and review, performance of underwriting and eligibility determination functions, provision of funding recommendations, payment processing for approved applicants, and performance of all applicant and funds tracking, as well as required reporting functions.

Programs: CDBG-CV

Client: Christopher M. Paulson, Assistant City Manager, City of Claremont
207 Harvard Avenue, Claremont, CA 91711 cpaulson@ci.claremont.ca.us (909) 399-5466

Town of Apple Valley - Residential Rehabilitation Program

Lead Consultant | 2021 - Current

Giovanni provided program administration services to the Town of Apple Valley for the implementation of its housing rehabilitation program. In conjunction with these services, Giovanni developed program guidelines, supporting applications, forms, eligibility determination documentation, and tracking and monitoring systems. Giovanni performed program marketing, applicant outreach, applicant intake, applicant eligibility reviews, participated in applicant funding approval reviews, performed property inspections, performed initial lead-based paint reviews, prepared rehabilitation scopes of work and corresponding bid documents, oversaw contractor procurements, conducted bid reviews, coordinated contract award and prepared contract and loan/grant documents, conducted pre-construction meetings, performed construction progress inspections, processed contractor payments, provided oversight to the project closeout process, and coordinated payment reimbursements and accomplishment reporting.

Programs: HOME Housing Rehabilitation

Client: Silvia Urenda, Housing & Comm. Dev. Specialist, Town of Apple Valley
14955 Dale Evans Pkwy, Apple Valley, CA 92307
surenda@applevalley.org | (760) 240-7000 x 7910



MIGUEL RAMIREZ

Manager

AREAS OF EXPERTISE

Residential Rehabilitation
Commercial Rehabilitation
Construction Management
Labor Compliance

YEARS OF EXPERIENCE

24 Years

CERTIFICATIONS/TRAINING

Lead-Based Paint Visual
Assessment Certification
Certified Lead Visual Inspector
Notary Public

EDUCATION

B.S. Urban and Regional
Planning
California Polytechnic
University - Pomona

A.S. Architectural Design
Long Beach City College

WORK HISTORY

LDM Associates, Inc.
2003 - Present

City of Lawndale
2001 - 2003

City of La Puente
1998 - 1999



Over the past 24 years, Miguel has assisted multiple cities in the design, administration, and implementation of their residential rehabilitation programs funded with HUD CPD grant funds including CDG and HOME as well as state and local funds such as CalHOME (state) and Successor Agency (local/state) funds. He has assisted multiple cities in the design, administration, and implementation of their commercial rehabilitation programs funded CDBG and local funds.

Miguel has also been responsible for performing federal (Davis-Bacon and Related Acts) and state labor compliance and monitoring as well as the implementation of Section 3 requirements for capital improvement projects funded primarily through CDBG and HOME funds. Areas of specialization include estimating projects, preparation of bid packages, procurement of services, conducting inspections, and serving as liaison between contractors and contracted clients.

PROJECT SPECIFIC EXPERIENCE

City of Irvine (Plus various other Cities) - Residential Rehabilitation Program

Project Manager | July 2009 - Current

Miguel has provided residential rehabilitation program administration and implementation services to the City of Irvine in addition to six other grantees / participating jurisdictions during the previous 24 years. Miguel's services to Irvine have supported improvements to residential structures in for the low- and moderate-income residents of the City. He has been responsible for the design and day-to-day implementation of the housing rehabilitation programs, utilizing both CDBG and HOME program funds. His efforts have resulted in the rehabilitation of over 120 homes in the City and over the 24 years, Miguel has been responsible for the rehabilitation of over 800 dwelling units. In this role, Miguel has assisted in developing program guidelines and implementation documents; conducting initial and progress inspections; preparing the scope of work for the rehabilitation projects; provided guidance to applicants in the procurement of contractors; reviewed contractor payment requests and processed payments with the City; and closed out projects by filing a Notice of Completion for all projects.

Programs: CDBG | HOME | CalHome Residential Rehabilitation

Client: Amy Mullay, Senior Planner, City of Irvine
1 Civic Center Plaza, Irvine, CA 92606
amullay@cityofirvine.org | (949) 724-7454

City of Palmdale (plus various other cities) - Construction Management and Labor Compliance

Project Manager | 2016 - Current

Miguel has provided program administration services to the City of Palmdale in addition to various other cities. Miguel has been tasked with conducting and inspection of properties, and overseeing the City funded construction projects. His responsibilities included inspecting properties for deficiencies, preparation of a work description, preparation of a bid package, construction management to include inspection of construction completed, and labor compliance. Miguel has assisted in developing systems to ensure compliance with CDBG, HOME, and DIR regulations.

Programs: CDBG | HOME | Successor Housing Agency

Client: Sophia Reyes, Housing Manager, City of Palmdale
38300 Sierra Highway, Palmdale, CA 93550
sreyes@cityofpalmdale.org | (661) 267-5164



MIGUEL RAMIREZ

Manager

PROJECT SPECIFIC EXPERIENCE

City of Paramount (plus various Other Cities) - Commercial Rehabilitation Program

Program Manager | July 2008 - Current

Miguel has provided program administration services to the City of Paramount in addition to 4 other grantees / participating jurisdictions during the last 24 years. Miguel's services to the City of Paramount have supported improvements to a number of community facilities in the low- and moderate-income sections of the community. Miguel has designed and implemented a commercial rehabilitation program utilizing CDBG funds that has resulted in the renovation of over 20 commercial buildings in the City's core commercial district that serves the low- and moderate-income community. In this role, Miguel has assisted in developing program guidelines, supporting forms and documents, and tracking and monitoring systems for this program to ensure compliance with CDBG regulations.

Programs: CDBG Commercial Rehabilitation

Client: John King, Assistant Planning Director-City of Paramount
16400 Colorado Avenue Paramount, CA 90723
JKing@paramountcity.com | (562) 220-2000

City of Paramount - CDBG-CV Program Administration

Co-Team Lead – Manager | July 2020 - Current

Miguel provided program administration services to the City of Paramount as well as other cities to evaluate the impact of COVID-19 on housing availability and business retention and has assisted these cities to design, implement, and monitor CDBG-CV funded housing and business assistance programs. Miguel helped to program CDBG-CV U.S. Treasury resources in the period between July 2020-June 2021. Miguel developed program guidelines, supporting forms and documents, and tracking and monitoring systems to support rental assistance programs, business grant programs, and microenterprise assistance programs.

Programs: CDBG-CV | U.S. Treasury SLRF

Client: John Carver, Community Development Director, City of Paramount
16400 Colorado Avenue, Paramount, CA 91723
jcarver@paramountcity.com | (562) 220-2048

City of Hawthorne – Davis Bacon Compliance for Street Improvement Project

Lead Compliance Consultant | 2018-2019

Miguel provided the overall labor compliance and Section 3 monitoring for the project. The Street Improvement Project consisted of the repaving of Prairie Avenue and the replacement of existing sidewalk ramps and replacing them with ADA compliant access ramps. Miguel was responsible for Davis-Bacon and Related Acts (DBRA) prevailing wage compliance and monitoring, including bid document preparation, HUD-11 employee field interviews, review of certified payroll reports, identification and resolution of any labor standard violations as well as MBE/WBE and Section 3 reporting and compliance. Submit Semi-Annual and Annual reports to local counties and U.S Department of Housing and Urban Development (HUD).

Programs: CDBG | DBRA

Client: Kimberly Mack, Director of Housing, City of Hawthorne
4455 West 126th Street, Hawthorne, CA 90250
kmack@cityofhawthorne.org | (310) 349-1603



FRANK PEREZ

Manager

AREAS OF EXPERTISE

Grants Management
HUD CPD Programs
CARES Act
Contract and Labor
Compliance

YEARS OF EXPERIENCE

11 Years

CERTIFICATIONS/TRAINING

Labor Economics and
Business Finance
Business Accounting
Economic Development

EDUCATION

B.S. Business Economics and
Administrative Studies
University of California
Riverside

WORK HISTORY

LDM Associates, Inc.
2011 - Present

Accurate Background
2010 - 2011

Target Corporation
2007 - 2010



Over the past 11 years, Frank has assisted eight cities with planning, administering, and monitoring housing and community development programs – primarily through HUD CPD grant programs. Frank focuses on developing and implementing strategies to assist low- and moderate-income people through public services, community infrastructure improvements, and affirmatively furthering fair housing choice.

Areas of specialization include Consolidated Plan and Action Plan development and implementation, Integrated Disbursement and Information System (IDIS) functionality and management, labor standards enforcement, subrecipient management, monitoring, and capacity building, compliance with federal reporting requirements including the CAPER, and all other aspects of program administration, implementation and compliance. Frank is a Subject Matter Expert in contract and labor compliance, Davis-Bacon, Minority and Women Owned Business, and Section 3.

PROJECT SPECIFIC EXPERIENCE

City of Temecula, CDBG and CDBG-CV Program Administration

Lead Consultant/Senior Associate | November 2015 - Current

Frank provided program administration services to the City of Temecula and assisted with seven other cities to evaluate the impact of COVID-19 on housing availability and business retention and has assisted these cities to design, implement, and monitor CDBG-CV funded housing and business assistance programs. Frank helped to program over \$35M in CDBG-CV U.S. Treasury resources in the period between July 2020-June 2021. Frank developed program guidelines, supporting forms and documents, and tracking and monitoring systems to support rental assistance programs, business grant programs, and microenterprise assistance programs. Frank guided a team of consultants and staff through the implementation process for each program, including program marketing, intake, income determination, verification of no duplication of benefits, non-debarment, fiscal disbursement processing, programmatic verification, program reporting in IDIS, and closeout.

Programs: CDBG | CDBG-CV | U.S. Treasury SLRF

Client: Luke Watson, Deputy City Manager, City of Temecula
41000 Main St, Temecula, CA
Luke.Watson@temeculaca.gov (951) 694-6400



FRANK PEREZ

Manager

PROJECT SPECIFIC EXPERIENCE

City of Santa Ana, Subrecipient Monitoring

Team Lead/Senior Associate | January 2017 - Current

Frank leads a team of four MDG staff members tasked with monitoring 16-20 CDBG, ESG, and Workforce Innovation and Opportunity Act subrecipients each year. The scope of work includes risk assessment, contract and performance reviews, development and update of monitoring checklists, facilitation of remote monitoring procedures during COVID-19, entrance conference presentations, review of programmatic and financial documents, exit conference facilitation, preparation or review of monitoring reports, and follow-up on corrective actions to close out each monitoring review. This work also includes direct technical assistance on an as-needed basis to improve subrecipient capacity to implement CDBG, ESG, and WIOA activities in compliance with applicable program regulations and the subrecipient agreement. Frank ensures that the team's approach to each monitoring engagement is to impart knowledge and help subrecipients improve the effectiveness and compliance of their programs.

Programs: CDBG | ESG | Workforce Innovation Opportunity Act

Client: Judson Brown, Housing Manager, City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701 JBrown@santa-ana.org (714) 667-2241

City of Corona, CDBG and HOME Program Administration

Consultant/Senior Associate | July 2021 – Current

Frank provides the city with day-to-day administration of the CDBG and HOME programs, including oversight of public service, public facilities and infrastructure improvements, affordable housing development, homeowner rehabilitation, and tenant-based rental assistance activities. This work includes development and implementation of the Notice of Funding Availability process, application eligibility reviews, facilitation of committee meetings, preparation of the Action Plan and associated approval documents, IDIS setup and management, performance and financial processing and monitoring, labor standards enforcement, subrecipient management, monitoring, capacity building, and preparation of the CAPER.

Programs: CDBG | HOME

Client: Cynthia Lara, Administrative Services Manager, City of Corona
400 S. Vicentia Avenue, Corona, CA 92882 Cynthia.Lara@CoronaCA.gov (951) 739-4963

City of Irvine, CDBG and ESG Program Administration

Team Member /TA Provider | April 2018 – June 2019

Frank provides the city with day-to-day administration of the CDBG and ESG programs, including oversight of public facilities and infrastructure improvements, homeowner rehabilitation, homelessness prevention, and rapid re-housing activities. This includes development of the annual Notice of Funding Availability, review of 20-25 program applications for CDBG or ESG eligibility and consistency with the Consolidated Plan, staff support for three commission meetings and for commissioner reading and scoring, preparation of the Action Plan and associated approval documents, IDIS setup and management, performance and financial processing and monitoring, labor standards enforcement, subrecipient management, monitoring, capacity building, and preparation of the CAPER.

Programs: CDBG | ESG

Client: Lisa Varon, Housing Manager, City of Irvine
1 Civic Center Plaza, Irvine, CA 92606 LVaron@cityofirvine.org (949) 724-6612

PERSONNEL CERTIFICATIONS





**The U.S. Department of Housing and Urban Development
Office of Affordable Housing Programs**

Is Pleased To Recognize

Rudy Munoz

**As a
Certified HOME Program Specialist—
Regulations**

January 2007

Anna Maria Farias

**Anna Maria Farias,
Deputy Assistant Secretary for Grant Programs**

State of California Contractors State License Board

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code
and the Rules and Regulations of the Contractors State License Board,
the Registrar of Contractors does hereby issue this license to:

RODOLFO E MUNOZ



to engage in the business or act in the capacity of a contractor
in the following classification(s):

B - GENERAL BUILDING CONTRACTOR

Witness my hand and seal this day,

December 1, 1993

Issued November 30, 1993

Signature of Licensee

Signature of License Qualifier

This license is the property of the Registrar of Contractors, is not
transferable, and shall be returned to the Registrar upon demand
when suspended, revoked, or invalidated for any reason. It becomes
void if not renewed.



David R Phillips
Registrar of Contractors

681042

License Number

INTERNATIONAL CONFERENCE
of
BUILDING OFFICIALS

Certificate of Membership

THIS IS TO CERTIFY THAT

Rudy E. Munoz

is a Professional member of the
International Conference of Building Officials



Thrust Snyder
CHAIRMAN OF THE BOARD

James E. Biber
PRESIDENT



INTERNATIONAL CONFERENCE of BUILDING OFFICIALS

Certifies that

Rodolfo E. Munoz

has satisfactorily completed a course of instruction in

Earthquake Retrofit of Wood-frame Homes

and has been credited with .6 Continuing Education Units.

Awarded at Ontario, California this 13th day of July, 1996

A handwritten signature in blue ink, which appears to read "J. S. Tran", is positioned above the official title.

For the International Conference of Building Officials

INTERNATIONAL CODE COUNCIL

JUAN C RIOS

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

California Residential Building Inspector

Given this day of December 2, 2010

Certificate No. 8090738

Ronald L. Lynn

Ronald L. Lynn
President, Board of Directors



Richard P. Weiland

Richard P. Weiland
Chief Executive Officer





**Nan McKay
AND ASSOCIATES, INC.**

1810 Gillespie Way, Suite 202
El Cajon, CA 92020
800.783.3100 • www.nanmckay.com

HCV Housing Quality Standards Specialist

Be it known by this certificate that

Juan Rios

Has fulfilled the certification requirements of
Nan McKay & Associates, Inc. and NMA
University, by successful completion of the
HCV Housing Quality Standards Examination

Nan McKay
Nan McKay, President

3/2/2018

Date

Continuing Education Units: 1.8



Nan McKay & Associates has been reviewed and approved as an Authorized Provider by the International Association of Continuing Education and Training (IACET), 8405 Greenbore Drive, Suite 800, McLean, VA 22102.



Nan McKay & Associates is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual credits for CPE credit. Completion of applicable registered programs may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-0117. Web site: www.nasba.org. In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. CPE Sponsors (DS 101) 599

State of California Department of Public Health

Lead-Related
Construction
Certificate

Certificate
Type

Expiration
Date

Worker

11/29/2019



Juan C. Rios



ID # 31023

Conditions of Certification

This individual meets the requirements of the State of California, Department of Public Health (CDPH), to perform lead-related construction. CDPH may suspend or revoke certification for:

1. any false statement in the application (for certification);
2. violations of relevant local, state or federal statutes or regulations;
3. misrepresentation, failure to disclose relevant facts, fraud, or issuance by mistake; or
4. failure to comply with any relevant regulation or order of the Department.

This certificate was issued by the Department of Public Health as authorized by 17 OCR 35001 et seq., and is non-transferable.

To verify authenticity call
(800) 597-LEAD or
510-620-5600

03263166

INTERNATIONAL CODE COUNCIL

recognizes participation in

Understanding the Effective Use of the New 2013 CBC Chapter 11B California Accessibility Standards

At

ALHAMBRA, CA

on

APRIL 21, 2014

and Awards 0.6 ICC C.E.U.s — 6 Contact Hours

to

Juan C. Rios

Student's Signature



Vice President and Technical Director of Product Development and Education

Mark Wood
Instructor



Florida: N/A

ALA: IC8328 HSW: Y SD: Y

Ohio: N/A



Sustainability Academy

TRAINING AT THE INTERSECTION
OF POLICY, PRACTICE AND TECHNOLOGY

CALGreen

THIS IS TO CERTIFY THAT

Juan C. Rios

Has completed 3 hours of seminar training on 2013
Amendments to California's Green Building Code
(CALGreen Changes).

*This class qualifies for 3 AIA LU HSW Continuing Education Units
(CEUs), 1 CMAA CEU, 3 Build It Green CEUs and .3 ICC CEUs.
You may also submit this certificate to your own professional association or HR Department.*

Presented by: Marc J. Cohen, AIA, LEED AP BD+C /ID+C

Carl Smith

Education Program Director
Green Technology

July 10, 2013

Date

Anaheim, California

City, State



236 W. Mountain St., Suite 105 • Pasadena, CA 91103
626.572.5700 • sales@green-technology.org



Certificate of Training and Successful Course Completion

Renovator – Initial Course (English)

This training course meets the requirements of 40 CFR Part 745.225

Awarded to:

Juan C. Rios

2698 Sunset Lane, San Bernardino, CA 92407



Course Date: September 09, 2013

Examination Date: September 09, 2013

Expiration Date: September 09, 2018

Certificate Number: R-I-08846-13-03113

Steve Trues

Training Manager

September 09, 2013

Date Issued

Allstate Services

2279 Eagle Glen Parkway, Suite 112-206, Corona, CA 92883
(951) 245-3700 (800) 497- LEAD

Certificate of Completion

This is to certify that

MIGUEL RAMIREZ

**has satisfactorily completed
ICC/IRC – RESIDENTIAL CODE**

on this 27TH day of OCTOBER , 20 16



**CONTRACTORS STATE
LICENSE SERVICES**

David Migner
AUTHORIZED SIGNATURE

INTERNATIONAL CODE COUNCIL

MIGUEL RAMIREZ

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

CALIFORNIA RESIDENTIAL BUILDING INSPECTOR

Given this day of June 29, 2018

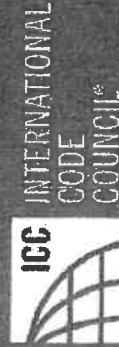
Certificate No. 8491147

J. Elbettar

Jay Elbettar
President, Board of Directors

D. Sims

Dominic Sims
Chief Executive Officer



This certificate is the property of ICC and must be returned to ICC in the event of suspension or revocation of the certificate.